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**THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT**

*present the*

## **1996 Tulare County Occupational Outlook Report**

*prepared by*

Jeannie Yncian  
Project Coordinator

## **ACKNOWLEDGEMENTS**

The Tulare County Private Industry Council, Inc. expresses its gratitude to all the people who gave their time and expertise to this year's Occupational Outlook report.

Our special thanks to over 200 Tulare County employers for their contribution of time. By answering questions on 18 different occupations, these employers made this report possible.

We also, want to give our special thanks to all LMID staff for your excellent work and constant support. We especially want to thank Richard Eng, Research Analyst, for his patience and expertise.

## **Front Cover: “End of the Trail,” by James Earle Fraser**

Located at Mooney Grove Park in Visalia, California, is the only bronze replica of the famous “End of the Trail” sculpture, created by sculptor, James Earle Fraser, for the Pan-Pacific Exposition (the 1915 World’s Fair), held in San Francisco. The sculpture depicts a battle-weary Indian Brave, head fallen onto his chest, spear tip down, astride a tired pony whose hooves barely clear the ground.

Fraser earned the gold medal for his outstanding work in the sculpture category for “The End of the Trail.” The sculpture’s “end of the trail” nearly ended too quickly. After the Exposition closed, the sculpture was discarded into the fairground dump and forgotten, along with 1,500 other sculptures created for the event. It was later announced that some of the sculptures would be available for permanent placement in public places throughout California. Tulare County Board of Forestry’s application for “The End of the Trail” was rejected. They thought no more about acquiring the sculpture, assuming it had found a home elsewhere.

In 1917, a Tulare County infantryman, stationed in San Francisco, discovered the sculpture while walking through the fairgrounds. He relayed the information to the Tulare County officials and once again “The End of the Trail” was applied for; this time it was awarded to the County. Because of its condition, the sculpture was forgotten; discarded in a corner of Mooney Grove Park. Months later, it was reconditioned and displayed. “The End of the Trail” stood for nearly 50 years, withstanding earthquakes, harsh weather, and vandal carvings.

In 1968, Dean Krakel, Managing Director of the National Cowboy Hall of Fame, had been looking for this particular sculpture to complete the Hall’s collection of Fraser works. Upon hearing of its location, Krakel visited Visalia to verify its existence. At first, he offered to trade the plaster original for a cement reproduction. This suggestion caused an outcry from locals. “Oklahoma Horsetrader Stealing Our Heritage,” declared the Visalia Times Delta. Krakel then offered to trade the original for a bronze casting, along with a \$25,000 cash bond ensuring that the bronze replica would be delivered to Tulare County within a year (although it took nearly three years) and that all costs would be covered by the Cowboy Hall of Fame. An agreement was reached and the sculpture was cut into pieces, loaded into crates, set on a flatbed truck, and taken on its 1,500 mile journey to Oklahoma City.

Before the bronze casting could be made, Leonard McMurry, a sculptor, used pictures and other Fraser models to authentically restore the sculpture. After McMurry finished the restoration, Bernhard Zuckerman, who used to work in Fraser’s studio as a youth, created 727 plaster molds. The molds were flown to Italy, where they were cast into nine bronze pieces, and returned to California by ship. Once the crates with the pieces arrived in San Pedro, they laid on the dock for over 100 days because of a longshoreman’s strike. When the strike was over, the crates were loaded onto a truck for the final trek home. The crates were so large, they would not fit under some of the highway underpasses; therefore, the delivery driver had to take an indirect route to Visalia, losing his way in the process.

Despite the many obstacles, the bronze statue finally arrived at Mooney Grove Park on October 21, 1971. The dedication of the statue was on December 9, 1971, exactly 52 years after the dedication of the original sculpture. Fifty-six years after his creation, the Indian Brave finally reached the end of the trail.

## AREA PROFILE TULARE COUNTY

Tulare County is located midway between San Francisco and Los Angeles, nestled between the Sierra Nevada and Coastal mountains, in the heart of the San Joaquin Valley. Tulare County is the center of California and the gateway to Sequoia National Park, California's first National Park. Sequoia National Park is home to the nation's official Christmas tree, General Grant. "General Grant Tree" is a 2,000 year old, 267 foot, Giant Sequoia, and a living memorial to United States war casualties.

Tulare County is acknowledged as one of the largest producers of agricultural products, with more than 250 different crops. In 1995, agricultural crop totals were over \$2 billion. These totals are due to Tulare County's long summers, fertile soils and available ground water. In 1994, Tulare County surpassed the entire state of Wisconsin as the number one dairy producer in the nation. Tulare County's dairy industry yields over \$477 million annually. Tulare County also hosts the California Farm Equipment Show and International Exposition, the largest annual agricultural trade show in the world, in the city of Tulare. This show is attended by farmers, businessmen, and investors from around the world who view Tulare County as the leader in agriculture. Tulare County's agribusiness produces over \$1 billion in sales and employs over 32,000 people throughout the county annually.

In November of 1996, there were 161,900 people in the Tulare County labor workforce. Of those, 39,300 are self-employed individuals, unpaid family workers, household domestic workers and workers on strike. Of the remaining 122,600 in the workforce, 32,500 are agriculturally employed, and 90,100 are employed in goods and services industries. The breakdown of the 90,100 that are non-agriculturally employed, is as follows:

<b>Industry</b>	<b>1996</b>
Mining & Construction	4,200
Manufacturing	10,900
Transportation & Public Utilities	4,400
Wholesale Trade	4,900
Retail Trade	19,900
Financial, Insurance & Real Estate	3,300
Services	17,900
Government	24,600
	=====
<b>Total Non-agricultural Employment*</b>	<b>90,100</b>

According to the Bureau of Labor Statistics and the Census Bureau, in 1992, Tulare County was among the "Top 25 Up and Coming Counties." Growth is mainly due to manufacturing operations and national companies opening food processing operations. Local food processing has created an economic value to the area of over \$1.5 billion.

\* Employment Development Department, Monthly Estimate, November, 1996

Educational opportunities abound in Tulare County and the surrounding San Joaquin Valley, such as Porterville Community College and College of the Sequoias. There are two, four-year universities nearby, California State University, Bakersfield and California State University, Fresno. In addition, the University of California, Davis extension offers classes throughout Tulare County.

Tulare County is intersected by two major highways and is near Interstate 5. Extending north to south, Highway 99 intersects the city of Tulare; extending east to west, Highway 198 intersects the city of Visalia. Forty miles west of the Tulare County line, Highway 198 intersects with Interstate 5. Because of Tulare County's close proximity to two major highways and the interstate, there are over 40 major interstate trucking services in Tulare County, making shipping readily available for local businesses.

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# INTRODUCTION

## PROJECT OVERVIEW

The labor market information presented in this document is the product of a cooperative effort between the Labor Market Information Division (LMID) of the California Employment Development Department (EDD) and the Tulare County Private Industry Council, Inc (PIC). This report is part of a state-wide project called the California Cooperative Occupational Information System (CCOIS).

The California Cooperative Occupational Information System program was initiated by EDD in July, 1986, as the State/Local Labor Market Information program. This is the third year that Tulare County has participated. This yearly study is customized through local occupation selection to meet the needs of individual data users.

## PROGRAM GOALS

To improve the match between local employers' labor market needs and the skills of job seekers. To provide current, localized occupational information to identify the local labor market.

## OBJECTIVES

Accurately collect, analyze, and distribute Tulare County labor force data to users, such as local employers, firms making site determination decisions, educators, vocational counselors, job developers, job seekers, economic development professionals, human services agencies, and planners.

To create a local labor market information data resource center. State level coordination of the CCOIS program facilitates the integration of this data for state-wide use.

## OCCUPATION SELECTION

The occupations in this report were selected by surveying users of the report. A survey was mailed to representatives from the employment, training, and education fields. The survey respondents screened the available occupations and made a recommendation to survey or not to survey the occupation.

The occupations were selected based on expressed need for local occupational information. The selections were guided by use of the following agreed-upon criteria:

1. Regular occupations were selected from the Occupational Employment Statistics (OES) classification system in use by CCOIS.
2. Occupations whose entry level maximum wage range higher than \$5.00 per hour were given preference.
3. Selection preference was given to occupations that require no more than four years of training. Selection preference was also given to occupations for which skills training was available.

### The occupations selected for the survey were:

Carpenters  
Carpet Installers  
Cashiers  
Driver/Sales Workers  
Graders and Sorters

Guards and Watch Guards  
Insurance Policy Processing  
Clerks  
Insurance Special Agents  
Lawyers

Loan Officers and Counselors  
Occupational Therapists  
Occupational Therapy Assistants  
and Aides  
Pruners

Receptionists and Information Clerks  
Respiratory Care Practitioners  
Social Workers

Tax Interviewers/Preparers  
Tire Repairers and Changers

Traffic, Shipping, and Receiving  
Clerks  
Vehicle Salespersons - Retail

## **DEFINITION OF OCCUPATIONS**

The method of defining jobs used in this program is the Occupational Employment Statistic (OES) classification system developed by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). The BLS used the OES classification system nationwide to study staffing patterns within industries. The Dictionary of Occupational Titles (DOT) classification system is a detailed body of standardized occupational information used for job placement and evaluation and it is referenced for the convenience of DOT users. The CCOIS program uses the broader OES system to insure comparability of occupational definitions.

The 1987 Standard Industrial Classification (SIC) system is a classification standard used to promote the comparability of data for industry reporting. The CCOIS project uses it to identify the distinct industries that employ workers in the occupations studied in Tulare County this year.

## **QUESTIONNAIRE DEVELOPMENT**

The LMID staff developed questions and prepared questionnaires for each of the 20 selected occupations.

## **SAMPLE SELECTION**

The LMID staff chose a representative sample of employers for each occupation from the total employment base in Tulare County. This sample was refined by the Tulare County Private Industry Council (PIC) staff in conjunction with LMID. PIC staff then reviewed employer samples, adding and deleting employers as necessary during the course of the study.

## **STUDY PROCEDURES**

Once the occupations were selected, the questionnaires printed, and the employer sample received, the study began. PIC staff called employers to verify company name and address, verify existence of the occupation at the company, obtain the name of a contact person, and describe the study. The questionnaire was completed by telephone, faxed or mailed to employers. Follow-up calls were made to employers who did not return the questionnaire. Employers who did not employ personnel in a particular occupation, hired only family members for that occupation, or contracted a private individual or company in that occupation were deleted from the sample.

All occupational data and employer information was reviewed to ensure accuracy and completeness. Employers were contacted again if the answers were unclear or conflicted with other responses.

## **DATA TABULATION AND SURVEY RESULTS**

The survey responses were tabulated using software created by LMID and then analyzed by the Project Coordinator. The final occupational profiles were prepared and are presented on pages 15-73 of this report. Each occupational profile provides information on wages and benefits, employer requirements, education and training, occupation size and job outlook.

Occupational Therapists (OES: 323050) and Occupational Therapy Assistants and Aides (OES: 660210) were surveyed. However, the survey results indicated that few employers are in Tulare County and therefore do not meet the required response goal standard. Employees in these occupations are mostly hired by independent contractors (outside of Tulare County).

## DEFINITIONS

The following definitions are provided to explain the terms in use throughout the occupational profiles.

### WAGES

The standard definition of wage data categories enables comparison of salaries across occupations through salary ranges. The wages are reported based on data collected in 1996, and reflect the following definitions:

New Hires, no experience	--	The wages of persons trained or untrained but with no paid experience in the occupation.
New Hires, with experience	--	The starting wage paid to journey-level or experienced persons just starting at the firm.
3 years experience with firm	--	The wages generally paid to persons with three years journey-level experience at the firm.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This portion of the report represents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in the occupation. When reference is made to most, many, some, or few, the following definitions apply:

Most employers	--	more than 50% of the survey respondents
Many employers	--	35% - 50% of the survey respondents
Some employers	--	10% to 34% of the survey respondents
Few employers	--	fewer than 10% of the survey respondents

### OCCUPATION SIZE

The term used to describe the size of a particular occupation relates to its estimated number of workers in the county. Occupational size is measured using the following scale:

Very Large	--	employment of more than 578 in the county
Large	--	employment of 267 - 577 in the county
Medium	--	employment of 133 - 266 in the county
Small	--	employment of fewer than 133 in the county



## LABOR SUPPLY

The terms presented in this portion of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in each occupation. The terms used in describing the local labor supply situation at the time of the study are defined as follows:

Very difficult	--	Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat difficult	--	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants when an opening exists.
A little difficult	--	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition when seeking jobs
Not difficult	--	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

## EMPLOYMENT TRENDS

The projected average job growth rate for Tulare County for the seven-year period 1994-2001 is 9.2%. One of the following terms is used to describe each occupation's expected average growth rate for the outlook period:

Much Faster Than Average	--	Greater than 13.8% growth from 1994-2001
Faster Than Average	--	10.12% - 13.7% growth for 1994-2001
Average	--	8.28% - 10.11% growth for 1994-2001
Slower Than Average	--	Less than 8.28% growth for 1994-2001
Remain Stable	--	0% growth for 1994-2001
Slow Decline	--	Negative growth for 1994-2001

## ABBREVIATIONS

The following is a short list of basic abbreviations used throughout the report.

exp	=	experience	Grad	=	Graduate
w/	=	with	DMV	=	Department of Motor Vehicles

## CUSTOMER TRAINING OBJECTIVES

<b>Career Decisions</b>	Career counselors and job seekers can make informed occupation choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.
<b>Program Planning</b>	This report provides local planners and administrators with employment and training information, as well as occupation size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
<b>Curriculum Design</b>	Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
<b>Economic Development</b>	Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
<b>Program Marketing</b>	Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
<b>Human Resources</b>	Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference and base to support these and many other decisions. To maximize the use of this information, please contact the Labor Market Information unit at (209) 737-4246.

## HIGHLIGHTS OF LABOR MARKET FINDINGS

The 1996 Tulare County Occupational Outlook report offers a snapshot of county employment for 18 occupations. The data for this report was gathered in 1996. The sources for this information are over 200 Tulare County employers.

The profiles include wages, benefits, experience, training, skills, education, and employment trends. The 18 occupations that were studied account for 3,435 jobs in Tulare County, representing 2.5% of county employment as of November, 1996.

- \*\* The average growth rate among the 18 occupations is 24%. The median growth rate is 17.5%.
- \*\* Fourteen of the studied occupations showed employment growth this year. Four showed neither growth nor decline.
- \*\* For employees hired in the last year, the fastest growing occupations are Insurance Special Agents; Respiratory Care Practitioners; and Driver/Sales Workers; with job growth rates of 90%, 56%, and 49%, respectively.
- \*\* The occupations with the highest median hourly wages for experienced employees are Lawyers (\$26.85), Loan Officers and Counselors (\$19.18), and Vehicle Salespersons - Retail (\$15.34).
- \*\* The occupations with the lowest median hourly wages for new hires with no experience are Graders and Sorters - Agricultural Products (\$5.00), Guards and Watch Guards (\$5.08), Carpet Installers (\$5.25), and Pruners (\$5.25).
- \*\* For employees hired in the last 12 months, turnover vacancy percentages ranged from a high of 100% for Lawyers, to a low of 0% for Insurance Special Agents, and Pruners.

## HIGHLIGHTS OF LABOR MARKET FINDINGS

OCCUPATION	SIZE OF OCCUPATION	OCCUPATIONAL OUTLOOK (1994-2001 Growth Rate)	EMPLOYMENT TRENDS New Hires, Inexperienced New Hires, Experienced	MEDIAN HRLY WAGE (Nonunion) New Hires, No Exp New Hires, W/Exp 3 Yrs Exp W/Firm
Carpenters	Large	Average	Inexperienced: a little Experienced: somewhat	\$ 6.00 \$ 8.00 \$12.00
Carpet Installers	Small	Remain Stable	Inexperienced: somewhat Experienced: somewhat	\$ 5.25 \$ 8.00 \$11.00
Cashiers	Very Large	Faster Than Average	Inexperienced: a little Experienced: a little	\$ 5.50 \$ 5.63 \$ 9.00
Driver/Sales Workers	Large	Remain Stable	Inexperienced: a little Experienced: somewhat	\$ 7.10 \$ 7.78 \$ 9.00
Graders & Sorters - Agricultural Products	Large	Faster Than Average	Inexperienced: a little Experienced: a little	\$ 5.00 \$ 5.45 \$ 5.65
Guards & Watch Guards	Large	Much Faster Than Average	Inexperienced: somewhat Experienced: somewhat	\$ 5.08 \$ 5.53 \$ 6.40
Insurance Policy Processing Clerks	Medium	Slow Decline	Inexperienced: somewhat Experienced: somewhat	\$ 7.19 \$ 8.06 \$10.00
Insurance Special Agents	Small	Remain Stable	Inexperienced: somewhat Experienced: somewhat	\$ 8.00 \$ 9.00 \$20.00

## HIGHLIGHTS OF LABOR MARKET FINDINGS

OCCUPATION	SIZE OF OCCUPATION	OCCUPATIONAL OUTLOOK (1994-2001 Growth Rate)	EMPLOYMENT TRENDS New Hires, Inexperienced New Hires, Experienced	MEDIAN HRLY WAGE (Nonunion) New Hires, No Exp New Hires, W/Exp 3 Yrs Exp W/Firm
Lawyers	Medium	Much Faster Than Average	Inexperienced: somewhat Experienced: somewhat	\$ 8.57 \$22.06 \$26.85
Loan Officers and Counselors	Medium	Much Faster Than Average	Inexperienced: a little Experienced: somewhat	\$11.98 \$15.98 \$19.18
Pruners	Small	Remain Stable	Inexperienced: a little Experienced: a little	\$ 5.25 \$ 5.40 \$ 5.50
Receptionists and Information Clerks	Very Large	Faster Than Average	Inexperienced: somewhat Experienced: a little	\$ 6.00 \$ 6.50 \$ 9.00
Respiratory Care Practitioners	Small	Much Faster Than Average	Inexperienced: somewhat Experienced: somewhat	\$10.05 \$12.15 \$12.95
Social Workers	Large	Average	Inexperienced: a little Experienced: somewhat	\$11.02 \$12.00 \$14.72
Tax Interviewers/Preparers	Small	Faster Than Average	Inexperienced: a little Experienced: somewhat	\$ 8.00 \$10.00 \$12.00
Tire Repairers & Changers	Medium	Slower Than Average	Inexperienced: a little Experienced: a little	\$ 6.00 \$ 6.00 \$10.00

## HIGHLIGHTS OF LABOR MARKET FINDINGS

OCCUPATION	SIZE OF OCCUPATION	OCCUPATIONAL OUTLOOK (1994-2001 Growth Rate)	EMPLOYMENT TRENDS New Hires, Inexperienced New Hires, Experienced	MEDIAN HRLY WAGE (Nonunion) New Hires, No Exp New Hires, W/Exp 3 Yrs Exp W/Firm
Traffic, Shipping and Receiving Clerks	Very Large	Slower	Inexperienced: do not Experienced: a little	\$ 6.08 \$ 7.03 \$ 8.82
Vehicle Salesperson -Retail	Medium	Average	Inexperienced: somewhat Experienced: somewhat	\$ 7.48 \$ 8.63 \$15.34

## BASIC JOB SKILLS

Employers were asked to rate up to seven basic skills as to their importance for job entry. A "0" rating is " **not important**", while a "3" rating is " **very important**". The basic skills that were rated are: ability to do basic math, oral communication skills, ability to read and follow instructions, ability to write legibly, willingness to work with close supervision; and the ability to work independently.

The weighted average ratings for all employers in each occupation are shown below. Reading the chart rows (from left to right).

<u>Occupations</u>	<u>Basic math skills</u>	<u>Oral communication skills</u>	<u>Read and follow instructions</u>	<u>Write legibly</u>	<u>Work with close supervision</u>	<u>Work independently</u>
Carpenters . . . . .	-	2.5	2.8	2.2	2.5	2.8
Carpet Installers . . . . .	-	2.8	3.0	2.6	2.0	2.9
Cashiers . . . . .	2.7	2.5	2.9	2.5	2.3	2.6
Drivers/Sales Workers . . . . .	-	2.3	2.8	2.3	-	2.7
Graders and Sorters . . . . .	0.4	2.5	1.4	0.9	2.6	2.3
Guards and Watch Guards. . . . .	-	2.8	2.9	2.8	1.9	2.9
Insurance Policy Processing Clerks . . . . .	2.1	3.0	2.8	2.6	2.5	2.9
Lawyers . . . . .	1.8	2.8	2.8	2.8	2.6	2.8
Loan Officers and Counselors. . . . .	-	2.7	2.7	2.5	2.9	2.9
Pruners . . . . .	0.9	2.4	-	-	2.8	2.4
Receptionists and Information Clerks. . . . .	2.4	3.0	2.8	2.8	2.1	2.9
Respiratory Care Practitioners . . . . .	-	2.8	2.8	2.8	2.8	2.8
Social Workers . . . . .	2.0	3.0	2.9	2.9	1.7	2.9
Insurance Special Agents . . . . .	2.5	2.9	2.8	2.5	-	-
Tax Interviewers/Preparers . . . . .	-	2.4	2.8	2.4	2.0	2.9
Tire Repairers and Changers. . . . .	-	2.6	2.9	2.1	2.6	2.4
Traffic, Shipping and Receiving Clerks . . . . .	2.7	2.4	2.9	2.8	2.2	2.6
Vehicle Salespersons . . . . .	2.0	2.8	2.8	2.4	2.5	2.8

# **OCCUPATIONAL PROFILES**



## INTRODUCTION TO OCCUPATIONAL PROFILES

The occupational profiles in this report are presented in a standard format, which is illustrated on the sample pages using the same format (see next three pages). Each profile has nine basic sections: OES Definition, Occupational Outlook, Major Employment Sources, Job Skills, Wages\Benefits, Job Characteristics, Employment Trends, Experience\Training\Education, and Recruitment Methods. These sections are described in detail on the following pages.

The sections are generally presented in the order shown on the sample pages. The report sections use the terms defined in the definition section of this report.

Each of the sections presents a different aspect of the occupation. They can be read alone, but taken together, they provide a more complete picture of each occupation. For instance, compensation is viewed in terms of both salary and benefits. Supply and demand indicators come from employment projections, as well as local employers, who report on hiring activity and ease of finding qualified personnel.

These occupational profiles are drawn from information provided by over 200 Tulare County employers surveyed in 1996. All employers for all occupations were not surveyed. This report is a snapshot of employment for 18 selected occupations in Tulare County in 1996.

This report was written using descriptive statistics. The findings were analyzed to find trends or common terms in the data. Each section describes the findings of the CCOIS study in terms of grouped data.

The Job Skills section varied from occupation to occupation. Appendix C contains a sample questionnaire for one of the occupations.

# OCCUPATION TITLE

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**OES CODE**

---

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**YEAR SURVEYED**

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## OCCUPATION DEFINITION AND OES CODE

Each Occupational Employment Statistics (OES) code has a corresponding definition, which is printed here for reference. This code and definition are what employers responded to for the CCOIS study. The occupational title and definition were printed on each questionnaire, and were read to telephone respondents to ensure the surveyed occupation's title matched with the employer's. The OES defined occupations are broader than occupations defined using the DOT codes.

## DOT CODES

Representative Dictionary of Occupational Titles (DOT) codes are based on tasks performed in an occupation and are included for reference. The first three digits of a DOT code refer to a particular occupational group. The second three digits describe the relationship to data, people, and things (in that order) for the occupation. The last three digits serve to differentiate a particular occupation from all others. For additional information about uses of the DOT code, see the Introduction section of the [Dictionary of Occupational Titles](#).

## OCCUPATIONAL OUTLOOK

This section draws directly from EDD's Occupational Projection Tables to show forecasted growth for the seven-year period 1994-2001. Estimated employment levels for each occupation are listed, along with size and growth estimates.

## MAJOR EMPLOYMENT SOURCES

This section lists the industries that have the highest concentration of employment for an occupation. These industry lists are based on the 1996 surveyed employers. The Standard Industrial Classification (SIC) codes are also listed for reference.

## JOB SKILLS

Employers were asked to rate several occupation-specific skills as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**". The weighted average ratings for most recent hires in the occupation are shown in the table, with the specific skills listed on the left.

# OCCUPATION TITLE

---

**OES CODE**

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**YEAR SURVEYED**

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## WAGES/BENEFITS

Three wage figures are provided. The first two are the hourly wage range, showing the lowest and highest wages reported by employers. The third figure is the median hourly wage. This is the wage that represents the middle of the range: there are an equal number of wages above and below this figure. Those occupations with union wages are reported separately.

Since the new minimum wage law was effective October 1, 1996, we asked the participating employers to indicate wage responses before this date.

The percentage of employers offering benefits to full-time employees is shown using a horizontal bar graph. The y-axis lists the benefits offered and the x-axis shows the percentage in increments of ten, starting with 0 and ending with 100.

The percentage of employers offering benefits to part-time employees is provided.

## JOB CHARACTERISTICS

Topics covered in this section include the number of hours per week typically worked in the occupation for full-time, part-time, on-call/temporary, and seasonal employees. Information on the employer's union status and gender of the employees in the occupation are presented.

This section also provides information on available promotional opportunities.

New skills needed to perform the functions of the occupation for the next three years are provided.

Skills important for job entry are highlighted in this section as well as in the "**JOB SKILLS**" section.

## EMPLOYMENT TRENDS

Information on the employer's outlook for this occupation for the next three years is reported.

This section reports on whether employers find it difficult to locate applicants who meet their hiring standards.

Job vacancies are addressed with a breakdown of vacancies resulting from turnover, promotions, temporary positions, and from job growth for employees hired in the last year. For this report, EDD measures turnover as follows: "the number of people hired to fill vacancies resulting from people in permanent positions leaving the firm" divided by the "number of employees in the occupation one year ago".

The Occupational Outlook section also provides information on future trends, and should be looked at together with this section for a complete picture.

## OCCUPATION TITLE

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**OES CODE**

---

---

**YEAR SURVEYED**

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### **EXPERIENCE/TRAINING/EDUCATION**

The percentage of employers requiring work experience is shown using a pie chart. The number of months of work experience and the occupation are identified.

The percentage of employers accepting training as a substitute for work experience is shown using a pie chart. Any training, certification, or education requirements, along with their approximate length are identified.

The education level of employees hired in the last 12 months is shown in a pie chart. However, if there have not been any employees hired in the last 12 months the education level of employees in the occupation is also shown.

### **RECRUITMENT METHODS**

Employers were asked which resources they primarily use when recruiting employees for the occupation.

# CARPENTERS

OES CODE: 871020

SURVEY CONDUCTED: 1996

**CARPENTERS** perform the carpentry duties necessary to make or repair wooden structures, structural members, fixtures and equipment using carpentry tools and woodworking machines. Do not include Cabinetmakers and Bench Carpenters.

**DOT CODES:** 860.381-022 860.381-046 860.664-010 860.681-010

## OCCUPATIONAL OUTLOOK

## MAJOR EMPLOYMENT SOURCES

Occupation Size	Large	General Contractors--Single	SIC: 7322
1994 Estimated Employment	520	Family Homes	
2001 Estimated Employment	570	General Contractors--Nonresidential	SIC: 8011
Projected Job Growth Rate (1994-2001)	9.6%	Buildings	
Growth	Average	Carpentry Work	SIC: 1751

13 Tulare County employers responded, representing 116 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

### TECHNICAL:

### Average Rating

Shop math skills	2.0
Ability to read blueprints	1.6
Ability to use drafting tools	0.8
Cost estimating skills	0.9
Finish carpentry skills	2.3
Rough carpentry skills	2.3
Drywall installation and repair skills	1.3

### PHYSICAL:

Ability to climb to high places	2.2
Ability to perform strenuous, physically demanding work	2.5
Possession of agility and coordination	2.5
Ability to lift at least 50 pounds repeatedly	2.7

### PERSONAL OR OTHER:

Ability to provide own hand tools	1.8
Possession of a reliable vehicle	2.7
Willingness to work with close supervision	2.5
Ability to work independently	2.8

# CARPENTERS

OES CODE: 871020

SURVEY CONDUCTED: 1996

## PERSONAL OR OTHER:

Possession of a good DMV driving record .....	2.5
Ability to speak Spanish .....	1.2
Ability to read Spanish .....	0.8
Ability to write Spanish .....	0.8

## BASIC SKILLS:

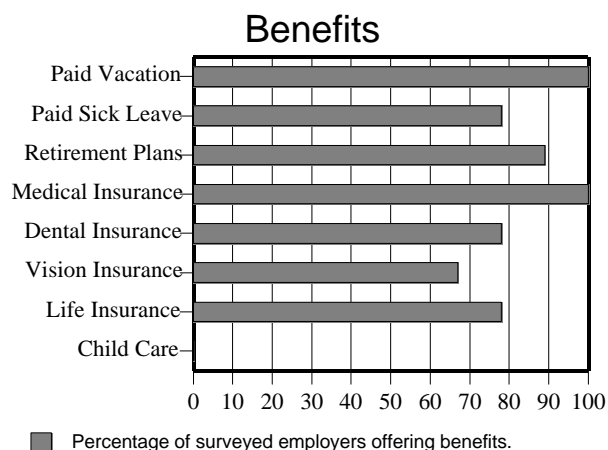
Ability to read and follow instructions .....	2.8
Ability to write legibly .....	2.2
Oral communication skills .....	2.5

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.00 - \$11.51	\$ 6.00
New hires, w/exp	\$ 6.00 - \$12.66	\$ 8.00
3 years exp w/firm	\$ 8.00 - \$16.69	\$12.00

Few of the surveyed employers are unionized, these employers pay a higher wage for employees with 3 years experience at the firm.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Few of the positions are part-time, with employees working an average of 14 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Many people employed in this occupation are independent contractors. (We did not include this information.)

Most employers reported that promotional opportunities are available. The promotional opportunities are Supervisor, Foreperson, Management, Installer Superintendent, Production Manager, Administration, and Energy Specialist.

Few employers reported that computerized machinery skills will be needed over the next three years to perform the functions of this occupation.

Employers also reported that possession of a reliable vehicle and the ability to lift at least 50 pounds repeatedly are important for job entry.

## EMPLOYMENT TRENDS

Most employers expected employment in this occupation to remain stable over the next three years. Many employers expected employment in this occupation to grow over the next three years.

# CARPENTERS

OES CODE: 871020

SURVEY CONDUCTED: 1996

## EMPLOYMENT TRENDS (Continued)

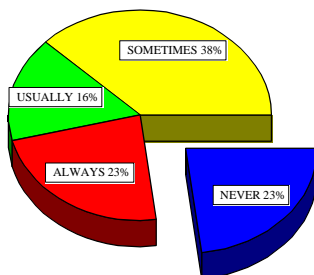
Employers find it a little difficult to locate inexperienced applicants when an opening exists. Employers find it somewhat difficult to locate experienced applicants when an opening exists. Inexperienced applicants will find the job market competitive. Experienced applicants will find the job market less competitive.

For employees hired in the last 12 months 67% resulted from turnover vacancies, 10% from promotions, and 23% from job growth.

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

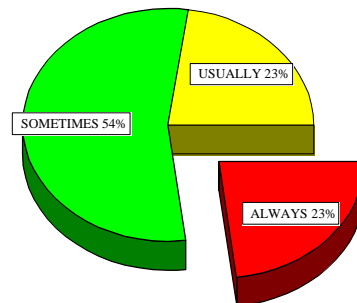
Work Experience



Work experience (carpentry, roofing, framing, masonry, glazer trainee, and journeyman carpenter) ranged from 3 months to 48 months.

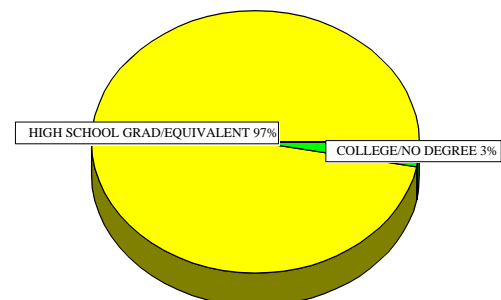
The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

Training



The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements to recruit new employees. Some employers use the Employment Development Department (EDD), current employee referrals, in-house promotions or transfers, and unsolicited applicants to recruit employees.

# CARPET INSTALLERS

OES CODE: 876020

SURVEY CONDUCTED: 1996

**CARPET INSTALLERS** lay carpet or rugs in homes or buildings. Do not include workers who lay only linoleum.

**DOT CODES:** 864.381-010 622.381-026

## OCCUPATIONAL OUTLOOK

Occupation Size	Small
1994 Estimated Employment	30
2001 Estimated Employment	30
Projected Job Growth Rate (1994-2001)	0%
Growth	Remain Stable

## MAJOR EMPLOYMENT SOURCES

Floor Covering Stores	SIC: 5713
Floor Laying and Other Floor Work	SIC: 1752

8 Tulare County employers responded, representing 26 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

### TECHNICAL:

### Average Rating

Ability to use and read a tape measure . . . . .	3.0
Ability to create and cut carpet patterns . . . . .	2.5
Shop math skills . . . . .	2.9
Ability to use hand tools . . . . .	3.0
Carpet laying skills . . . . .	2.8
Surface preparation skills . . . . .	2.8

### PHYSICAL:

Ability to kneel for extended periods of time . . . . .	3.0
Ability to lift at least 100 pounds repeatedly . . . . .	2.4

### PERSONAL OR OTHER:

Willingness to work with close supervision . . . . .	2.0
Ability to work independently . . . . .	2.9
Possession of a good DMV driving record . . . . .	2.6
Customer service skills . . . . .	2.8
Ability to speak Spanish . . . . .	0.9
Ability to read Spanish . . . . .	0.6
Ability to write Spanish . . . . .	0.6



# CARPET INSTALLERS

OES CODE: 876020

SURVEY CONDUCTED: 1996

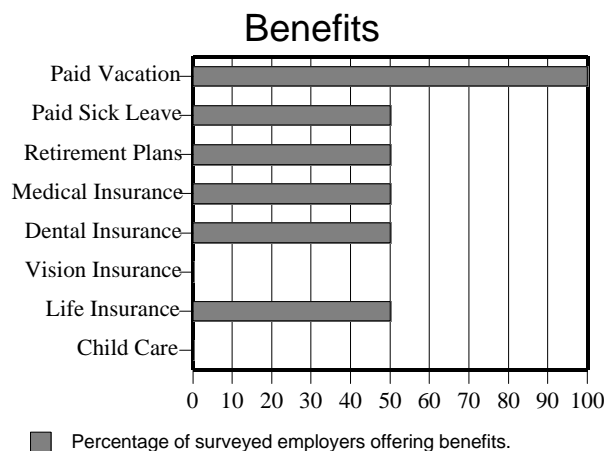
## BASIC SKILLS:

Ability to read and follow instructions .....	3.0
Ability to write legibly .....	2.6
Oral communication skills .....	2.8

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 4.25 - \$ 8.00	\$ 5.25
New hires, w/exp	\$ 6.00 - \$10.00	\$ 8.00
3 years exp w/firm	\$ 9.00 - \$13.50	\$11.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Few of the positions are part-time, with employees working an average of 20 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Many employers reported that promotional opportunities are available. The promotional opportunities are Supervisor and Journeyman Installer.

Many employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: product knowledge, new fabric trends, technical vinyl skills, and glue technology.

Employers also reported that the ability to use and read a tape measure, the ability to use hand tools, and the ability to kneel for extended periods of time are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to grow over the next three years. Many employers expected employment in this occupation to remain stable over the next three years.

Employers find it somewhat difficult to locate both inexperienced and experienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last 12 months 93% resulted from turnover vacancies and 7% from job growth.

# CARPET INSTALLERS

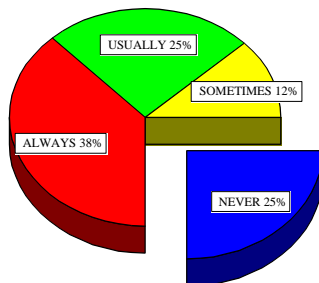
OES CODE: 876020

SURVEY CONDUCTED: 1996

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

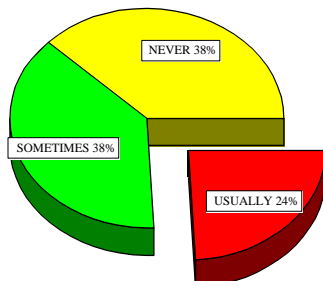
Work Experience



Work experience (floor covering, carpet installer, carpet layer, installer, carpet layer apprentice, journeyman, and journey level installer) ranged from 1 month to 60 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart:

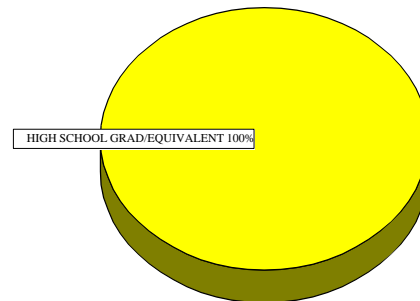
Training



Few employers require employees to be licensed. To obtain a license can take up to 24 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Many surveyed employers use current employee referrals, public school or program referrals, and word of mouth to recruit new employees. Some employers use the Employment Development Department (EDD), newspaper advertisements, private school referrals, in-house promotions or transfers, and unsolicited applicants to recruit employees.

# CASHIERS

OES CODE: 490230

SURVEY CONDUCTED: 1996

**CASHIERS** receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

**DOT CODES:** 211.367-010 211.462-010 211.462-014 249.467-010

## OCCUPATIONAL OUTLOOK

## MAJOR EMPLOYMENT SOURCES

Occupation Size	Very Large	Miscellaneous General Merchandise	SIC: 5399
1994 Estimated Employment	2,440	Stores	
2001 Estimated Employment	2,750	Calculating and Accounting Machines	SIC: 3578
Projected Job Growth Rate (1994-2001)	12.7%	Grocery Stores	SIC: 5411
Growth	Faster Than Average		

15 Tulare County employers responded, representing 783 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

### TECHNICAL:

### Average Rating

Record keeping skills	1.4
Cash handling skills	3.0
Grocery checking skills	1.9
Ability to follow check cashing procedures	2.9
Ability to operate a cash register	2.6
Bondable	1.7

### PHYSICAL:

Ability to stand continuously for 2 or more hours	2.5
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### PERSONAL OR OTHER:

Willingness to work with close supervision	2.3
Public contact skills	2.9
Ability to work independently	2.6
Ability to work under pressure	2.6
Ability to speak Spanish	1.2
Ability to read Spanish	0.9
Ability to write Spanish	0.7

# CASHIERS

OES CODE: 490230

SURVEY CONDUCTED: 1996

## BASIC SKILLS:

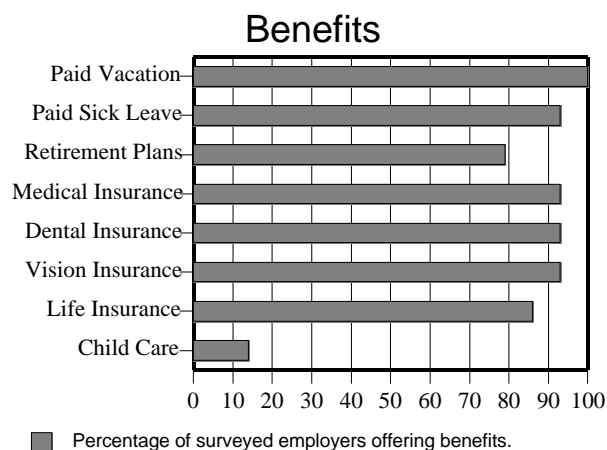
Basic math skills .....	2.7
Ability to read and follow instructions .....	2.9
Ability to write legibly .....	2.5
Oral communication skills .....	2.5

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 4.25 - \$ 6.42	\$ 5.50
New hires, w/exp	\$ 4.46 - \$ 6.50	\$ 5.63
3 years exp w/firm	\$ 4.91 - \$ 9.90	\$ 9.00

Few of the surveyed employers are unionized, these employers pay a higher wage for new hires with no experience and new hires with experience.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



Forty-three percent of the surveyed employers reported providing medical insurance and dental insurance to their part-time employees. Twenty-nine percent of the employers provide vision insurance, life insurance, paid sick leave, paid vacation, and a retirement plan to their part-time employees.

## JOB CHARACTERISTICS

Some of the positions are full-time, with employees working an average of 40 hours per week. Most of the positions are part-time, with employees working an average of 28 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are female.

Most employers reported that promotional opportunities are available. The promotional opportunities are Assistant Manager, Senior Clerk, Head Clerk, Key Person, Supervisor, Front Sales Associate, Head Cashier, Night Crew Manager, Front End Manager, and Manager.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: basic computer knowledge and basic computer skills.

Employers also reported that cash handling skills and the ability to follow check cashing procedures are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to grow over the next three years. Many employers expected employment in this occupation to remain stable over the next three years.

Employers find it a little difficult to locate both experienced and inexperienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market competitive.

# CASHIERS

OES CODE: 490230

SURVEY CONDUCTED: 1996

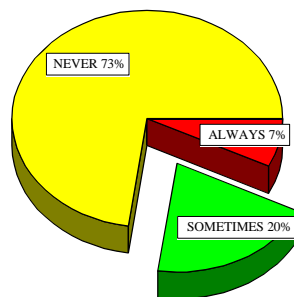
## EMPLOYMENT TRENDS (Continued)

For employees hired in the last 12 months 23% resulted from turnover vacancies, 42% from promotions, 29% from temporary positions, and 6% from job growth.

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

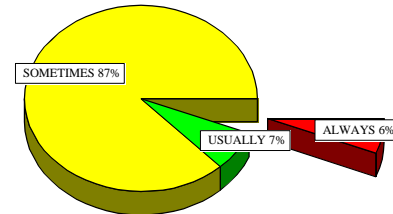
Work Experience



Work experience (cashiering, retail, cash handling, and service) ranged from 3 months to 12 months.

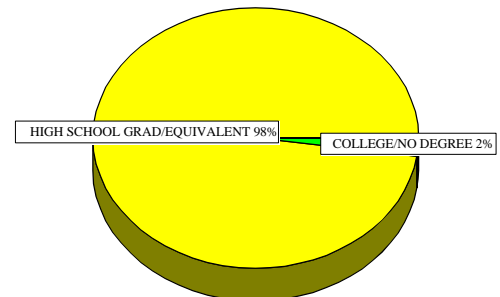
The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

Training



The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Many surveyed employers use in-house promotions or transfers to recruit new employees. Some employers use current employee referrals, newspaper advertisements, unsolicited applicants, public or program referrals, and the Employment Development Department (EDD) to recruit employees.

## DRIVER/SALES WORKERS

OES CODE: 971170

SURVEY CONDUCTED: 1996

**DRIVER/SALES WORKERS** drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Please include newspaper delivery drivers.

**DOT CODES:** 292.353-010 292.483-010 292.363-010 292.463-010

### OCCUPATIONAL OUTLOOK

Occupation Size	Large
1994 Estimated Employment	460
2001 Estimated Employment	460
Projected Job Growth Rate (1994-2100)	0%
Growth	Remain Stable

### MAJOR EMPLOYMENT SOURCES

Fresh Fruits and Vegetables	SIC: 5148
Newspapers	SIC: 2711
Linen Supply	SIC: 7213

15 Tulare County employers responded, representing 173 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

#### TECHNICAL:

#### Average Rating

Business math skills	2.2
Ability to read invoices	2.9
Record keeping skills	2.6
Cash handling skills	2.0
Automotive maintenance and minor repair skills	1.4
Understanding of inventory techniques	2.1
Bondable	1.1
Map reading skills	2.5
Possession of a valid driver's license	3.0
Knowledge of local streets	2.2

#### PHYSICAL:

Ability to pass a pre-employment medical examination	2.4
Ability to lift at least 50 pounds repeatedly	2.9

#### PERSONAL OR OTHER:

Good grooming skills	2.7
Ability to work independently	2.7
Possession of a good DMV driving record	2.9
Customer service skills	2.8

# DRIVER/SALES WORKERS

OES CODE: 971170

SURVEY CONDUCTED: 1996

## PERSONAL OR OTHER:

Ability to speak Spanish .....	0.7
Ability to read Spanish .....	0.5
Ability to write Spanish .....	0.5

## BASIC SKILLS:

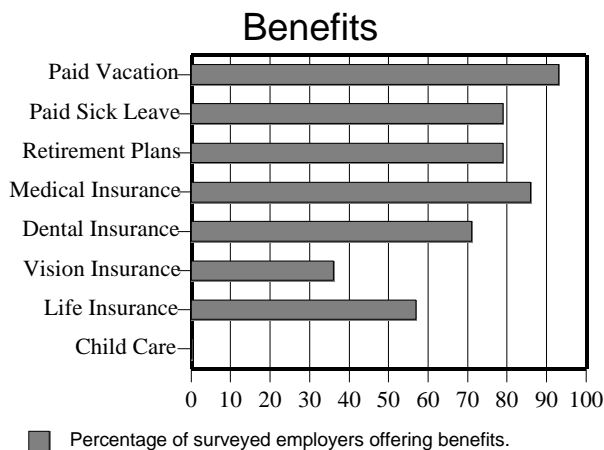
Ability to read and follow instructions .....	2.8
Ability to write legibly .....	2.3
Oral communication skills .....	2.3

## WAGES/BENEFITS

Union	Range	Median
New hires, no exp	\$ 8.00 - \$13.00	\$10.50
New hires, w/exp	\$ 8.00 - \$15.00	\$13.00
3 years exp w/firm	\$11.00 - \$20.00	\$15.00

Nonunion	Range	Median
New hires, no exp	\$ 5.00 - \$ 8.63	\$ 7.10
New hires, w/exp	\$ 5.00 - \$ 9.78	\$ 7.78
3 years exp w/firm	\$ 6.00 - \$11.56	\$ 9.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



Seven percent of surveyed employers reported providing all benefits except child care to their part-time employees.

## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 45 hours per week. Few of the positions are part-time, with employees working an average of 29 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Most employers reported that promotional opportunities are available. The promotional opportunities are Service Manager, General Manager, Account Manager, Department Manager, District Sales Supervisor, and Foreperson.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: computer skills, basic computer skills, knowledge of sales techniques, and the ability to read and interpret reports and graphs.

Employers also reported that the possession of a valid driver's license and a clean DMV driving record are important for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to grow over the next three years. Some employers expected employment in this occupation to remain stable over the next three years.

## DRIVER/SALES WORKERS

OES CODE: 971170

SURVEY CONDUCTED: 1996

### EMPLOYMENT TRENDS (Continued)

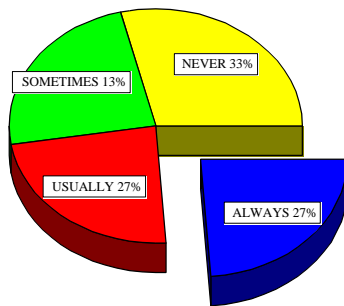
Employers find it a little difficult to locate inexperienced applicants when an opening exists. Employers find it somewhat difficult to locate experienced applicants when an opening exists. Inexperienced applicants will find the job market less competitive. Experienced applicants will find the job market competitive.

For employees hired in the last 12 months 35% resulted from turnover vacancies, 16% from promotions, and 49% from job growth.

### EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

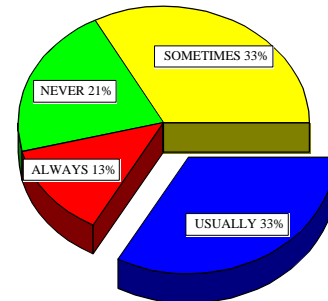
Work Experience



Work experience (truck driving, delivery, and hauling) ranged from 3 months to 24 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

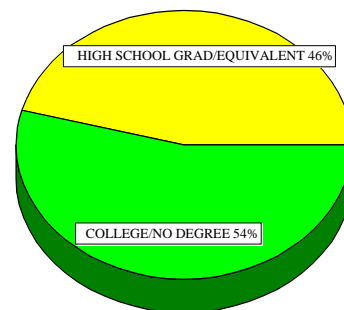
Training



Some employers require either a Class "A" or Class "B" driver's license. To obtain a license can take from 1 month to 6 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



### RECRUITMENT METHODS

Most surveyed employers use current employee referrals, unsolicited applicants, in-house promotions or transfers, private employment agencies, and the Employment Development Department (EDD) to recruit new employees. Many employers use newspaper advertisements to recruit employees.



# GUARDS AND WATCH GUARDS

OES CODE: 630470

SURVEY CONDUCTED: 1996

**GUARDS AND WATCH GUARDS** stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

**DOT CODES:** 372.667-030 372.667-034 372.667-038

## OCCUPATIONAL OUTLOOK

Occupation Size	Large
1994 Estimated Employment	350
2001 Estimated Employment	430
Projected Job Growth Rate (1994-2001)	22.9%
Growth	Much Faster Than Average

## MAJOR EMPLOYMENT SOURCES

Detective, Guard, and Armored Car Services	SIC: 7381
Fresh Fruits and Vegetables	SIC: 5148
Department Stores	SIC: 5311

12 Tulare County employers responded, representing 391 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

## TECHNICAL:

## Average Rating

Ability to follow security protection procedures	3.0
Ability to administer emergency first aid	2.2
Bondable	2.1
Ability to operate video surveillance equipment	1.3
Ability to use a baton	1.3
Security guard registration (Guard Card)	1.8
Possession of a valid driver's license	3.0
Licensed to carry firearms	1.7
Ability to write effectively	2.7

## PERSONAL OR OTHER:

Possession of a reliable vehicle	2.7
Possession of a clean police record	2.8
Willingness to work with close supervision	1.9
Public contact skills	2.9
Ability to work independently	2.9
Ability to speak Spanish	1.4
Ability to read Spanish	0.6
Ability to write Spanish	0.5

# GUARDS AND WATCH GUARDS

OES CODE: 630470

SURVEY CONDUCTED: 1996

## BASIC SKILLS:

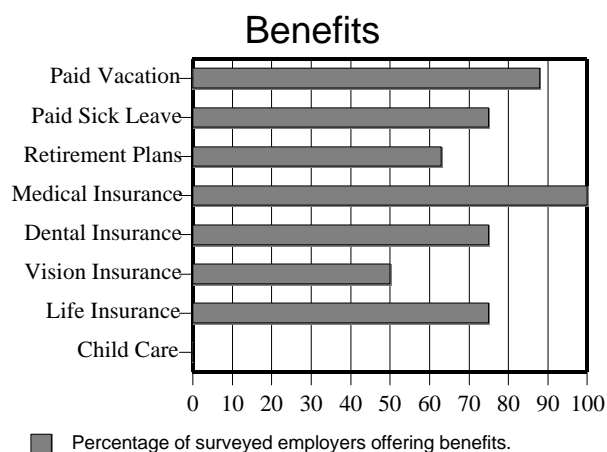
Ability to read and follow instructions .....	2.9
Ability to write legibly .....	2.8
Oral communication skills .....	2.8

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 4.25 - \$10.13	\$ 5.08
New hires, w/exp	\$ 4.50 - \$10.13	\$ 5.53
3 years exp w/firm	\$ 5.50 - \$12.92	\$ 6.40

Few of the surveyed employers are unionized, these employers pay a higher wage.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Some of the positions are part-time with employees working an average of 27 hours per week. Few of the positions are temporary or on call with employees working an average of 27 hours per week. Most employers are nonunion. Most employees in this occupation are male.

Most employers reported that promotional opportunities are available. Some of the promotional opportunities are Patrol Captain, Lieutenant, Sergeant, Coordinator, Supervisor, Assistant Manager, Dispatcher, Post Commander, and Chief Officer.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: assaultive behavior training, handling of mentally ill clients, and basic training for police officers.

Employers also reported that the possession of a valid driver's license and the ability to follow security protection procedures are important for job entry.

## EMPLOYMENT TRENDS

Most employers expected employment in this occupation to grow over the next three years. Some employers expected employment in this occupation to remain stable over the next three years.

Employers find it somewhat difficult to locate both inexperienced or experienced applicants when an opening exists. Applicants seeking employment in this occupation may find the job market less competitive.

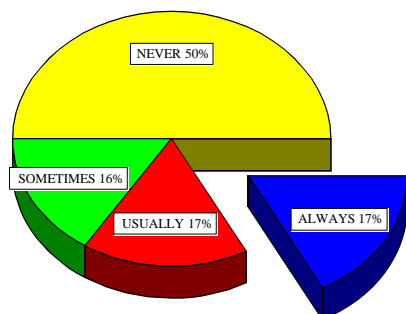
For employees hired in the last 12 months 74% resulted from turnover vacancies, 6% from promotions, 3% from temporary positions, and 17% from job growth.

# GUARDS AND WATCH GUARDS

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

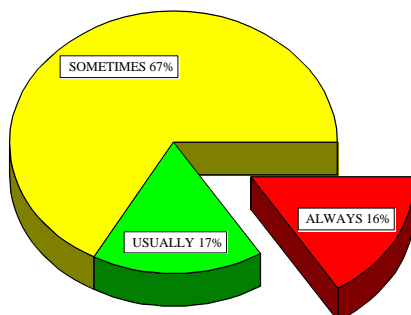
Work Experience



Work experience (law enforcement, the military, police officer, and security guards) ranged from 4 months to 24 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart:

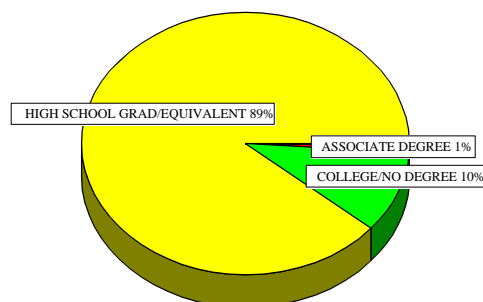
Training



Many employers require certification in Assaultive Behavior, California Guard Card, and POST (Police Officers Standards and Training) Academy. Certification training can range from 1 to 4 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements, current employee referrals, unsolicited applicants, and the Employment Development Department (EDD) to recruit new employees. Some employers use private employment agencies, in-house promotions or transfers, public school or program referrals, private school referrals, the INTERNET, the Tulare County Private Industry Council (PIC), ABLE (A Better Living Enterprise) Industries, and CSET (Community Services For Employment and Training) to recruit employees.

# INSURANCE POLICY PROCESSING CLERKS

OES CODE: 533140

SURVEY CONDUCTED: 1996

**INSURANCE POLICY PROCESSING CLERKS** process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Do not include Claims Clerks and Banking Insurance Clerks.

**DOT CODES:** 203.382-014 209.382-014 209.687-018

## OCCUPATIONAL OUTLOOK

Occupation Size	Medium
1994 Estimated Employment	160
2001 Estimated Employment	140
Projected Job Growth Rate (1994-2001)	-12.5%
Growth	Slow Decline

## MAJOR EMPLOYMENT SOURCES

Insurance Agents, Brokers, and Service	SIC: 6411
Fire, Marine, and Casualty	SIC: 6331

15 Tulare County employers responded, representing 68 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

### TECHNICAL:

### Average Rating

Ability to complete and explain insurance forms	3.0
Record keeping skills	2.8
Alphabetic and numeric filing skills	2.5
Ability to interpret policy coverage	2.9
Ability to operate 10-key adding machine by touch	1.5
Understanding of insurance terminology	2.7
Ability to perform detailed clerical work	2.8
Telephone answering skills	2.7
Ability to write effectively	2.5
Knowledge of medical terminology	0.8
Ability to type at least 45 words per minute	1.8
Licensed to sell insurance in California	2.4

### PERSONAL OR OTHER:

Willingness to work with close supervision	2.5
Ability to work independently	2.9

# INSURANCE POLICY PROCESSING CLERKS

OES CODE: 533140

SURVEY CONDUCTED: 1996

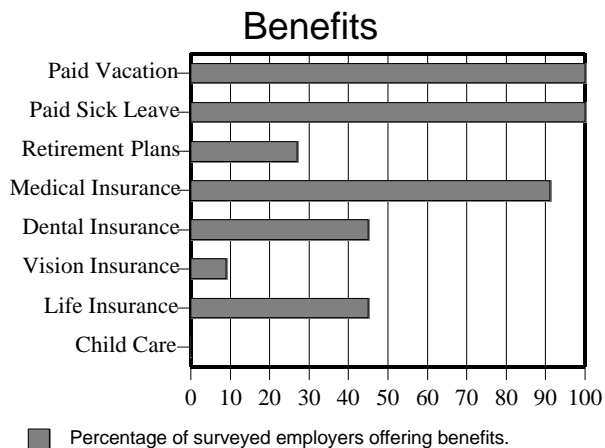
## BASIC SKILLS:

Basic math skills	2.1
Ability to read and follow instructions	2.8
Ability to write legibly	2.6
Oral communication skills	3.0

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.00 - \$11.00	\$ 7.19
New hires, w/exp	\$ 6.90 - \$14.13	\$ 8.06
3 years exp w/firm	\$ 8.06 - \$15.14	\$10.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 39 hours per week. Few of the positions are part-time, with employees working an average of 25 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are female.

Many of the employers reported that promotional opportunities are available. Some of the promotional opportunities are Department Manager, Producer, Management, Sales Producer, and Production.

Many employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: computer skills, bilingual, insurance policy rating skills, spreadsheet, and advanced computer skills.

Employers also reported that the ability to complete and explain insurance forms and the ability to interpret policy coverage are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to grow over the next three years. Many employers expected employment in this occupation to remain stable over the next three years.

Employers find it somewhat difficult to locate both inexperienced or experienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last year 50% resulted from turnover vacancies, 25% from promotions, and 25% from job growth.

# INSURANCE AND POLICY PROCESSING CLERKS

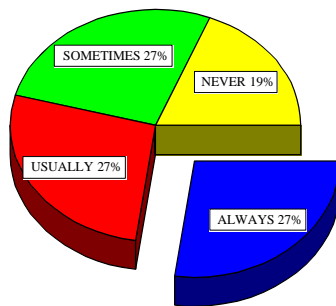
OES CODE: 533140

SURVEY CONDUCTED: 1996

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

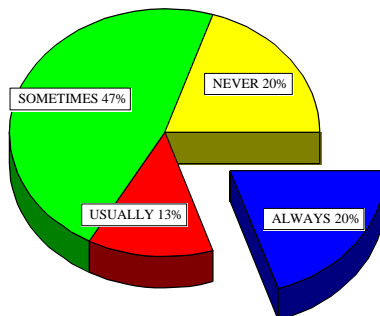
Work Experience



Work experience (bookkeeping and insurance) ranged from 9 months to 36 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart:

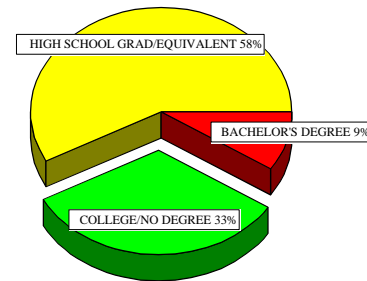
Training



Some employers require a state insurance license. To obtain a license can take from 1 month to 2 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements to recruit new employees. Some employers use unsolicited applicants, in-house promotions and transfers, current employee referrals, and the Employment Development Department (EDD) to recruit employees.

# INSURANCE SPECIAL AGENTS

OES CODE: 215050

SURVEY CONDUCTED: 1996

**INSURANCE SPECIAL AGENTS** recruit independent insurance agents in field and maintain contact between them and home office. They advise agents on matters pertaining to conduct of business, such as cancellations, overdue accounts, technical problems, claims procedures, new business contacts, and new products. They may gather information for underwriters, and may inspect buildings to determine fire insurance rates.

## OCCUPATIONAL OUTLOOK

Occupation Size	Small
1994 Estimated Employment	7
2001 Estimated Employment	7
Projected Job Growth Rate (1994-2001)	0%
Growth	Remain Stable

## MAJOR EMPLOYMENT SOURCES

Insurance Agents, Brokers, and Service	SIC: 6411
Fire, Marine, and Casualty Insurance	SIC: 6331
Life Insurance	SIC: 6311

14 Tulare County employers responded, representing 55 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

### TECHNICAL:

### Average Rating

Ability to direct sales activities	2.9
Ability to think logically to make decisions	3.0
Ability to recruit insurance agents	1.5
Basic computer keyboarding skills	2.6
Licensed to sell insurance in California	2.5
Understanding of insurance terminology	2.5
Ability to advise agents regarding cancellations, overdue accounts and new business prospects	2.7
Ability to establish work priorities and goals for subordinates	2.8

### PERSONAL OR OTHER:

Public speaking skills	2.1
Ability to work independently	3.0
Ability to work under pressure	2.9

### BASIC SKILLS:

Basic math skills	2.5
Ability to read and follow instructions	2.8
Ability to write legibly	2.5
Oral communication skills	2.9

# INSURANCE SPECIAL AGENTS

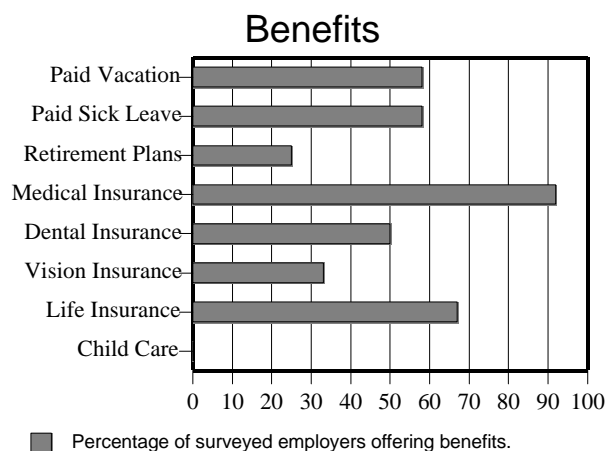
OES CODE: 215050

SURVEY CONDUCTED: 1996

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.00 - \$16.78	\$ 8.00
New hires, w/exp	\$ 6.50 - \$22.38	\$ 9.00
3 years exp w/firm	\$ 7.50 - \$35.96	\$20.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Few of the positions are part-time, with employees working an average of 20 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Some employers reported that promotional opportunities are available. The promotional opportunities are Broker and Manager.

Some employers reported that computer skills will be needed over the next three years to perform the functions of this occupation.

Employers also reported that the ability to direct sales activities and the ability to think logically to make decisions are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to grow over the next three years. Many employers expected employment in this occupation to remain stable over the next three years.

Employers find it somewhat difficult to locate both inexperienced and experienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last 12 months 10% resulted from promotions and 90% from job growth.



# INSURANCE SPECIAL AGENTS

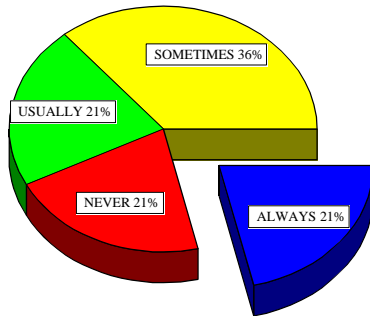
OES CODE: 215050

SURVEY CONDUCTED: 1996

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

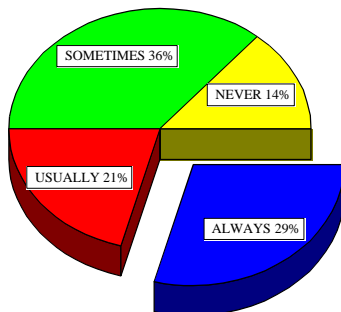
Work Experience



Work experience (insurance, insurance agent, and working with people) ranged from 12 months to 27 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart:

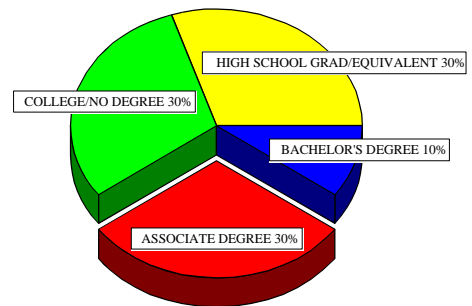
Training



Most employers require a state insurance license. It can take from 1 month to 2 months to obtain a license.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Most surveyed employers use current employee referrals to recruit new employees. Some employers use newspaper advertisements, private employment agencies, in-house promotions or transfers, the Employment Development Department (EDD), and unsolicited applicants to recruit employees.

# LAWYERS

OES CODE: 281080

SURVEY CONDUCTED: 1996

**LAWYERS** conduct criminal and civil lawsuits, draw up legal documents, advise clients as to legal rights, and practice other phases of law. They may represent clients in court, or before quasi-judicial or administrative agencies of government. They may specialize in a single area of law such as patent law, corporate law, or criminal law.

**DOT CODES:** 110.107-010 110.107-014 110.117-014

## OCCUPATIONAL OUTLOOK

## MAJOR EMPLOYMENT SOURCES

Occupation Size	Medium	Legal Services	SIC: 8111
1994 Estimated Employment	200		
2001 Estimated Employment	230		
Projected Job Growth Rate (1994-2001)	15%		
Growth	Much Faster Than Average		

6 Tulare County employers responded, representing 131 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

## TECHNICAL:

## Average Rating

Understanding of legal procedures	3.0
Ability to interpret laws	3.0
Ability to apply legal principles	3.0
Ability to analyze existing laws and regulations (e.g. court decisions, pending legislation, or a variety of other legal material)	2.8
Knowledge of rules of evidence and procedures	2.8
Active membership in the State Bar of California	3.0
Ability to argue law clearly and logically	2.8

## PERSONAL OR OTHER:

Willingness to work with close supervision	2.6
Ability to establish priorities	2.6
Public contact skills	2.6
Ability to work cooperatively with individuals	2.8
Possession of a clean police record	2.8
Ability to work independently	2.8
Ability to work under pressure	2.8
Public speaking skills	2.8
Ability to speak Spanish	0.6
Ability to read Spanish	0.4
Ability to write Spanish	0.4

# LAWYERS

OES CODE: 281080

SURVEY CONDUCTED: 1996

## BASIC SKILLS:

Basic math skills	1.8
Ability to read and follow instructions	2.8
Ability to write legibly	2.8
Oral communication skills	2.8

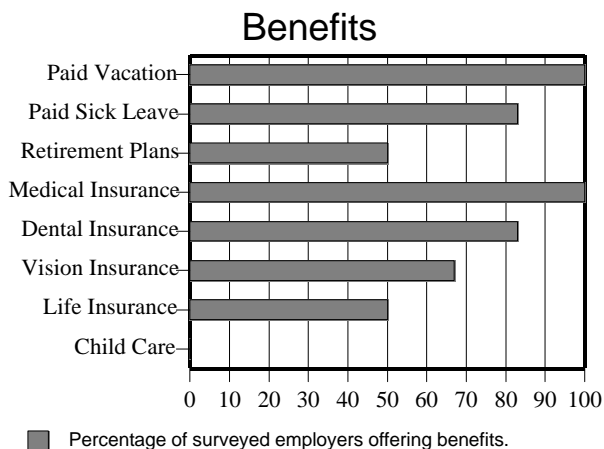
## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$13.61 - \$25.57	\$18.57
New hires, w/exp	\$14.91 - \$27.70	\$22.06
3 years exp w/firm	\$16.63 - \$33.56	\$26.85

Some of the surveyed employers are unionized, these employers pay a higher wage for employees with 3 years experience at the firm.

Few employers compensate employees by paying commission based on a percentage of the dollar amount of the work the employee billed.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Many employers reported that promotional opportunities are available. The promotional opportunities are Law Partner, District Attorney, Public Defender, and Judge.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: computer aided legal research, case management skills, and Proforma (computer software program) forms.

Employers also reported that the understanding of legal procedures and active membership in the State Bar of California are important for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to remain stable over the next three years. Some employers expected employment in this occupation to grow over the next three years.

Employers find it somewhat difficult to locate both inexperienced and experienced applicants when an opening exist. Applicants seeking employment in this occupation will find the job market less competitive.

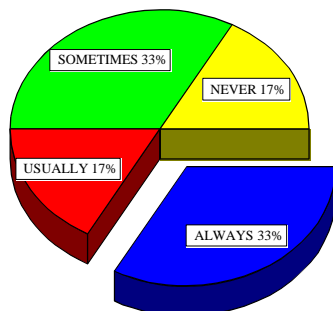
For employees hired in the last 12 months 100% resulted from turnover vacancies.

# LAWYERS

**EXPERIENCE/TRAINING/EDUCATION**

The percentage of employers requiring work experience is shown in the following chart:

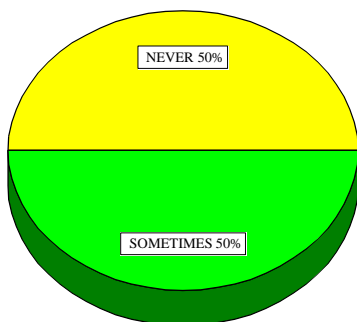
Work Experience



Work experience (legal services) ranged from 14 months to 60 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart:

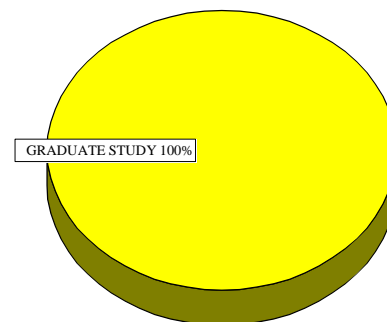
Training



Most employers require a California State Bar License. To obtain a license can take from 48 months to 70 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education

**RECRUITMENT METHODS**

Most surveyed employers use current employee referrals and unsolicited applicants to recruit new employees. Many employers use newspaper advertisements to recruit employees. Some employers use in-house promotions or transfers, public school or program referrals, private school referrals, legal journals, and the Employment Development Department (EDD) to recruit employees.

# LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

SURVEY CONDUCTED: 1996

**LOAN OFFICERS AND COUNSELORS** evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Include such occupations as Mortgage Loan Officers or Agents, Collections Analysts, and Loan Servicing Officers.

**DOT CODES:** 186.267-018 186.267-022 186.167-078

## OCCUPATIONAL OUTLOOK

Occupation Size	Medium
1994 Estimated Employment	130
2001 Estimated Employment	150
Projected Job Growth Rate (1994-2001)	15.4%
Growth	Much Faster Than Average

## MAJOR EMPLOYMENT SOURCES

National Commercial Banks	SIC: 6021
Personal Credit Institutions	SIC: 6141
State Commercial Banks	SIC: 6022

16 Tulare County employers responded, representing 89 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

### TECHNICAL:

### Average Rating

Business math skills	2.9
Ability to apply sales techniques	2.9
Ability to handle credit and collections	2.4
Understanding of regulations affecting financial institutions	3.0
Understanding of conventional loans	2.9
Knowledge of government loan procedures	2.0
Ability to interview others for information	2.5
Possession of a California real estate sales license	0.6
Ability to write effectively	2.2

### PERSONAL OR OTHER:

Willingness to work with close supervision	2.9
Public contact skills	2.8
Ability to work independently	2.9
Customer service skills	2.9
Ability to speak Spanish	1.5
Ability to read Spanish	1.2
Ability to write Spanish	1.2

# LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

SURVEY CONDUCTED: 1996

## BASIC SKILLS:

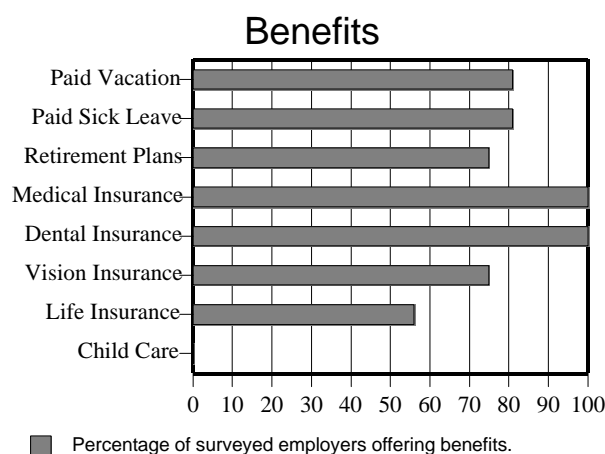
Ability to think logically .....	2.9
Ability to read and follow instructions .....	2.7
Ability to write legibly .....	2.5
Oral communication skills .....	2.7

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 7.98 - \$13.43	\$11.99
New hires, w/exp	\$10.36 - \$17.26	\$15.98
3 years exp w/firm	\$11.51 - \$23.01	\$19.18

Few of the surveyed employers are unionized, these employers did not pay a higher wage.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



Six percent of the surveyed employers reported providing all benefits except child care to their part-time employees.

## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Few of the positions are part-time, with employees working an average of 30 hours per week. Most employers are nonunion. Most of the employees in this occupation are male.

Most employers reported that promotional opportunities are available. The promotional opportunities are Loan Officer II, Loan Officer III, Mobile Bank Manager, Supervisor, Branch Manager, Department Manager, and Bank Manager.

Most employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: marketing, computer literate, sales skills, advanced computer skills, and computer-aided analysis skills.

Employers also reported that the understanding of regulations affecting financial institutions and the understanding of conventional loans are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to remain stable over the next three years. Some employers expected employment in this occupation to grow over the next three years.

# LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

SURVEY CONDUCTED: 1996

## EMPLOYMENT TRENDS (Continued)

Employers find it a little difficult to locate inexperienced applicants when an opening exists. Employers find it somewhat difficult to locate experienced applicants when an opening exists. Inexperienced applicants seeking employment in this occupation will find the job market competitive. Experienced applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last 12 months 53% resulted from turnover vacancies and 47% from job growth.

## EXPERIENCE/TRAINING/EDUCATION

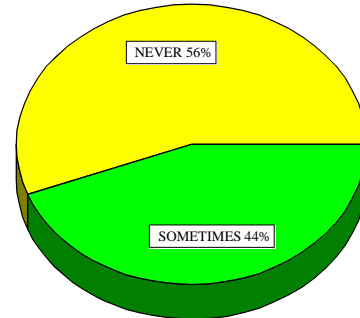
The percentage of employers requiring work experience is shown in the following chart:



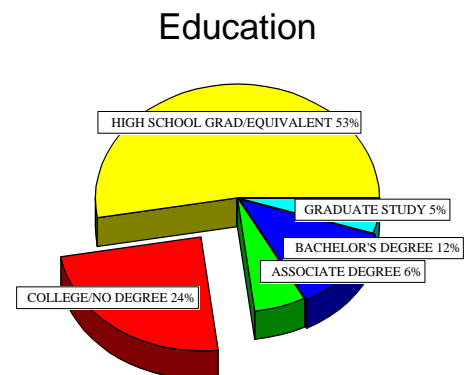
Work experience (loan processor, loan officer, bank loan officer, manager, assistant manager, account representative, clerical, real estate loan officer, loan agent, and financial service specialist) ranged from 9 months to 48 months .

The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

## Training



The education level of employees hired in the last 12 months is shown in the following chart:



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements, current employee referrals, private employment agencies, and in-house promotions or transfers to recruit new employees. Some employers use unsolicited applicants and the Employment Development Department (EDD) to recruit employees. Few employers use public school or program referrals to recruit employees.

# PRUNERS

OES CODE: 790330

SURVEY CONDUCTED: 1996

**PRUNERS** prune and treat ornamental and shade trees and shrubs in yards and parks to improve their appearance, health, and value. They cut away dead and excess branches from trees using handsaws, pruning hooks, shears, and clippers. They may use truck-mounted hydraulic lifts and power pruners, and they may scrape decayed matter from cavities in trees and fill holes with cement to promote healing and prevent further deterioration. Pruners also prune trees in orchards. Do not include workers who also perform the duties of Sprayers and Applicators or Lawn Maintenance Workers.

**DOT CODES:** 408.684-018

## OCCUPATIONAL OUTLOOK

Occupation Size	Small
1994 Estimated Employment	30
2001 Estimated Employment	30
Projected Job Growth Rate (1994-2001)	0%
Growth	Remain Stable

## MAJOR EMPLOYMENT SOURCES

Deciduous Tree Fruits	SIC: 0175
Grapes	SIC: 0172
Citrus Fruits	SIC: 0174

15 Tulare County employers responded, representing 466 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

### TECHNICAL:

### Average Rating

Knowledge of horticulture	1.4
Ability to operate truck-mounted hydraulic lifts	0.4
Pruning skills	3.0
Ability to operate a power pruner	1.8
Ability to use hand tools i.e. handsaws, pruning hooks, shears, and clippers	2.9
Ability to operate tractors	1.1
Knowledge of pesticides or herbicides	1.4
Possession of a valid driver's license	1.5

### PHYSICAL:

Ability to lift at least 75 pounds repeatedly	1.2
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### PERSONAL OR OTHER:

Possession of a reliable vehicle	1.9
Willingness to work with close supervision	2.8
Ability to work independently	2.4



**PERSONAL OR OTHER:**

Ability to speak Spanish .....	1.6
Ability to read Spanish .....	0.9
Ability to write Spanish .....	0.9

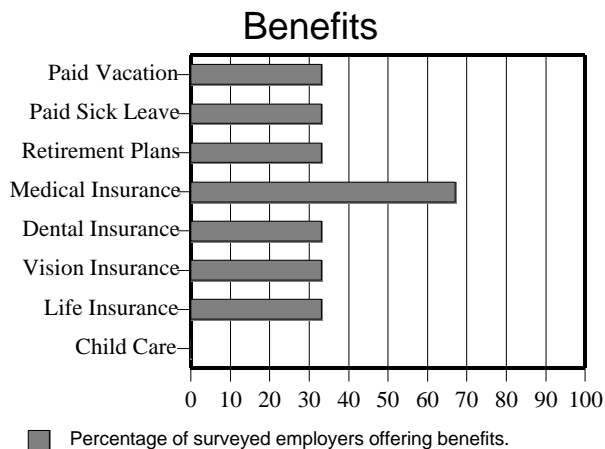
**BASIC SKILLS:**

Basic math skills .....	0.9
Oral communication skills .....	2.4

**WAGES/BENEFITS**

	<b>Range</b>	<b>Median</b>
New hires, no exp	\$ 4.75 - \$ 7.00	\$ 5.25
New hires, w/exp	\$ 4.75 - \$ 7.00	\$ 5.40
3 years exp w/firm	\$ 4.75 - \$10.00	\$ 5.50

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



**JOB CHARACTERISTICS**

Few of the positions are full-time, with employees working an average of 40 hours per week. Few of the positions are temporary or on call with employees working an average of 39 hours per week. Many of the positions are seasonal, with employees working an average of 44 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Most employers reported that promotional opportunities are available. The promotional opportunities available are Foreman, Tractor Driver, Picker, Ranch Foreman, Crew Boss, Ranch Worker, Packers, and Lead Person.

Most employers reported that over the next three years no new skills will be needed to perform the functions of this occupation.

Employers also reported that pruning skills, and the ability to use hand tools, such as, handsaws, pruning hooks, shears, and clippers are important skills for job entry.

**EMPLOYMENT TRENDS**

Most surveyed employers expected employment in this occupation to remain stable over the next three years. Some employers expected employment in this occupation to grow over the next three years.

### EMPLOYMENT TRENDS (Continued)

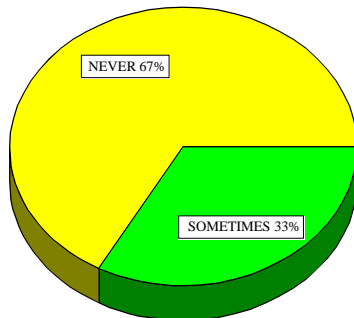
Employers find it a little difficult to locate both inexperienced and experienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market competitive.

For employees hired in the last 12 months 100% resulted from temporary positions.

### EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

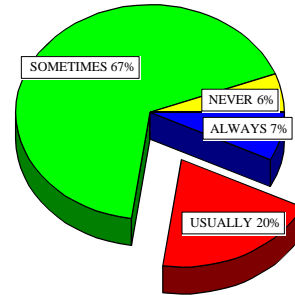
Work Experience



Work experience (pruning) was for 3 months.

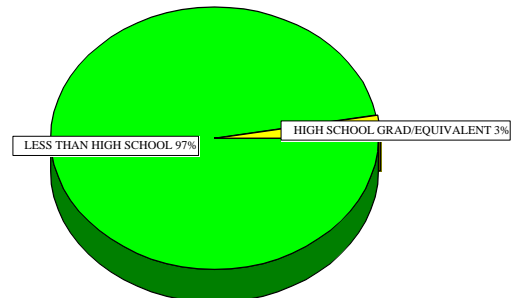
The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

Training



The education level of employees hired in the last 12 months is shown in the following chart:

Education



### RECRUITMENT METHODS

Most surveyed employers use current employee referrals to recruit new employees. Some employers use newspaper advertisements, in-house promotions or transfers, and the Employment Development Department (EDD) to recruit employees.

# RECEPTIONISTS AND INFORMATION CLERKS

OES CODE: 553050

SURVEY CONDUCTED: 1996

**RECEPTIONISTS AND INFORMATION CLERKS** answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Do not include Receptionists who primarily operate switchboards.

**DOT CODES:** 237.367-038 237.367-018 237.367-022

## OCCUPATIONAL OUTLOOK

Occupation Size	Very Large
1994 Estimated Employment	920
2001 Estimated Employment	1,030
Projected Job Growth Rate (1994-2011)	12%
Growth	Faster Than Average

## MAJOR EMPLOYMENT SOURCES

Insurance Agents, Brokers, and Service	SIC: 6411
Offices and Clinics of Doctors of	SIC: 8011
Medicine	
Civic, Social, and Fraternal	SIC: 8641
Associations	

15 Tulare County employers responded, representing 41 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

### TECHNICAL:

### Average Rating

Alphabetic and numeric filing skills	2.7
Bookkeeping skills	1.6
Ability to operate a multi-line command phone center	2.9
Ability to use word processing software	2.1
Telephone answering skills	2.9
Ability to write effectively	2.7
Ability to type at least 45 words per minute	2.3

### PERSONAL OR OTHER:

Willingness to work with close supervision	2.1
Public contact skills	3.0
Ability to work independently	2.9
Ability to work under pressure	2.9
Customer service skills	3.0
Ability to speak Spanish	1.9
Ability to read Spanish	1.3
Ability to write Spanish	1.2

# RECEPTIONISTS AND INFORMATION CLERKS

OES CODE: 553050

SURVEY CONDUCTED: 1996

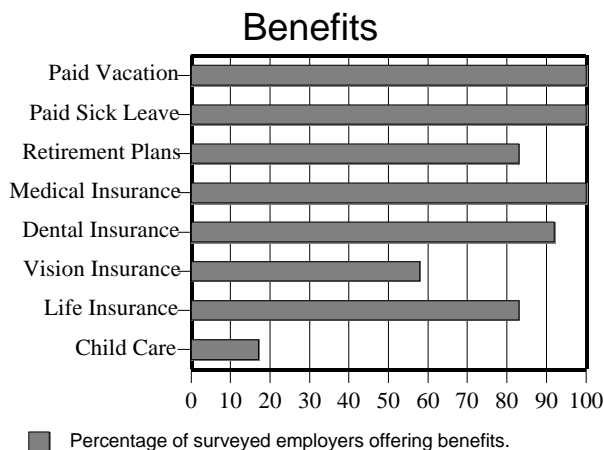
## BASIC SKILLS:

Basic math skills . . . . .	2.4
Ability to read and follow instructions . . . . .	2.8
Ability to write legibly . . . . .	2.8
Oral communication skills . . . . .	3.0

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.00 - \$ 8.00	\$ 6.00
New hires, w/exp	\$ 5.30 - \$ 8.00	\$ 6.50
3 years exp w/firm	\$ 5.75 - \$13.00	\$ 9.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



Eight percent of the surveyed employers reported providing all of the above benefits to their part-time employees.

## JOB CHARACTERISTICS

Most of the positions in this occupation are full-time, with employees working an average of 40 hours per week. Some of the positions are part-time, with employees working an average of 26 hours per week. Few of the positions are temporary or on call, with employees working an average of 10 hours per week. Few of the positions are seasonal, with employees working an average of 40 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are female.

Most employers reported that promotional opportunities are available. Some of the promotional opportunities are Office Manager, Assistant Manager, Service Supervisor, Administrative Assistant, Customer Service Representative, Claims Processor, Medical Assistant, and Training Specialist.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: computer software skills, strong communication skills, bilingual, and computer skills.

Employers also reported that telephone answering skills and the ability to operate a multi-line command phone center are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to remain stable over the next three years. Many employers expected employment in this occupation to grow over the next three years. Few employers expected employment in this occupation to decline over the next three years.

# RECEPTIONISTS AND INFORMATION CLERKS

OES CODE: 553050

SURVEY CONDUCTED: 1996

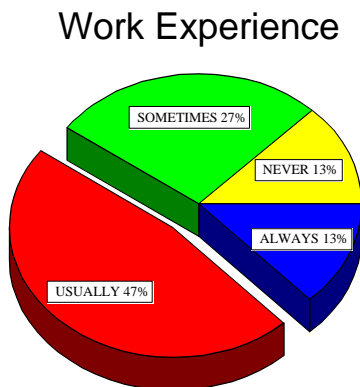
## EMPLOYMENT TRENDS (Continued)

Employers find it somewhat difficult to locate inexperienced applicants when an opening exists. Employers find it a little difficult to locate experienced applicants when an opening exists. Inexperienced applicants seeking employment in this occupation will find the job market competitive. Experienced applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last 12 months 50% resulted from turnover vacancies, 43% from promotions, and 7% from temporary positions.

## EXPERIENCE/TRAINING/EDUCATION

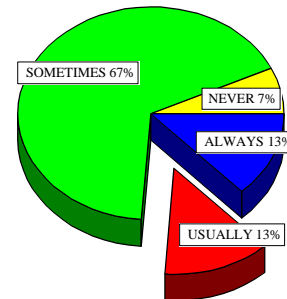
The percentage of employers requiring work experience is shown in the following chart:



Work experience (customer service, clerical, medical office assistant, medical office receptionist, switchboard, and receptionist) ranged from 6 months to 36 months.

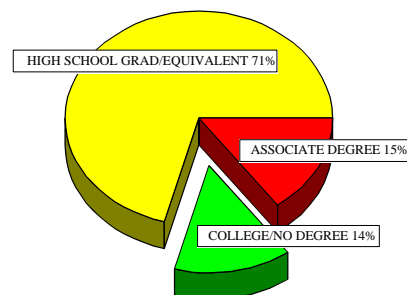
The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

## Training



The education level of employees hired in the last 12 months is shown in the following chart:

## Education



## RECRUITMENT METHODS

Most surveyed employers use the newspaper advertisements to recruit new employees. Many employers use the Employment Development Department (EDD) to recruit employees. Some use current employee referrals, unsolicited applicants, in-house promotions or transfers, and private school referrals to recruit employees. Few employers use private employment agencies, public or program referrals, and temporary agencies to recruit employees.

# RESPIRATORY CARE PRACTITIONERS

OES CODE: 323020

SURVEY CONDUCTED: 1996

**RESPIRATORY CARE PRACTITIONERS** provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilatory therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

**DOT CODES:** 076.361-014

## OCCUPATIONAL OUTLOOK

Occupation Size	Small
1994 Estimated Employment	70
2001 Estimated Employment	90
Projected Job Growth Rate (1994-2001)	28.6%
Growth	Much Faster Than Average

## MAJOR EMPLOYMENT SOURCES

General Medical and Surgical Hospitals	SIC: 8062
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4 Tulare County employers responded, representing 54 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

### TECHNICAL:

### Average Rating

Ability to administer an electro-encephalograph (EEG) test	1.3
Ability to administer an electro-cardiograph (EKG) test	0.7
Ability to administer a pulmonary function test (PFT)	1.8
Ability to assist physician during bronchoscopy	1.8
Blood drawing skills	2.3
Ability to record condition of patients	1.5
Credited as a Registered Respiratory Therapist (RRT)	2.8
Eligibility to become a Registered Respiratory Therapist (RRT)	2.3
Possession of a Respiratory Care Practitioner (RCP) license	2.0
Possession of a Respiratory Care Practitioner permit	2.5
Ability to write effectively	2.0

### PHYSICAL:

Manual dexterity	2.8
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### PERSONAL OR OTHER:

Possession of mechanical aptitudes	2.3
Ability to handle crisis situations	3.0
Willingness to work with close supervision	2.8

# RESPIRATORY CARE PRACTITIONERS

OES CODE: 323020

SURVEY CONDUCTED: 1996

## PERSONAL OR OTHER:

Ability to work independently .....	2.8
Ability to work under pressure .....	2.5
Ability to speak Spanish .....	1.5
Ability to read Spanish .....	1.3
Ability to write Spanish .....	1.3

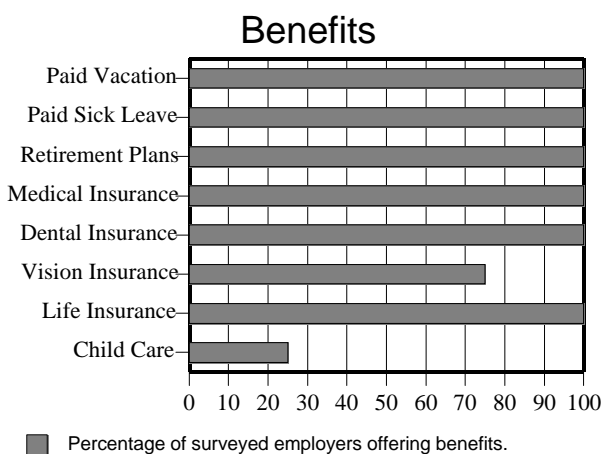
## BASIC SKILLS:

Ability to follow oral instructions .....	2.8
Ability to read and follow instructions .....	2.8
Ability to write legibly .....	2.8
Oral communication skills .....	2.8

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 9.90 - \$11.41	\$10.05
New hires, w/exp	\$11.50 - \$13.27	\$12.15
3 years exp w/firm	\$12.50 - \$15.00	\$12.95

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



Fifty percent of the surveyed employers reported providing medical insurance, dental insurance, paid sick leave and paid vacation to their part-time employees. Twenty-five percent of the employers provide vision insurance, life insurance, child care and a retirement plan to their part-time employees.

## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Some of the positions are part-time, with employees working an average of 20 hours per week. Some of the positions are temporary, with employees working an average of 11 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are female.

Most employers reported that promotional opportunities are available. The promotional opportunity is Respiratory Manager.

Many employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: ABG (Arterial Blood Gas) drawing and the ability to operate new ventilators.

Employers also reported that the possession of a Respiratory Care Practitioner permit and credited as a Registered Respiratory Therapist (RRT) are important for job entry.

# RESPIRATORY CARE PRACTITIONERS

OES CODE: 323020

SURVEY CONDUCTED: 1996

## EMPLOYMENT TRENDS

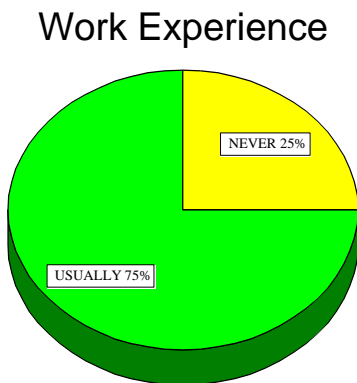
Most surveyed employers expected employment in this occupation to remain stable over the next three years.

Employers find it somewhat difficult to locate both inexperienced and experienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last 12 months 31% resulted from turnover vacancies, 6% from promotions, 6% from temporary positions, and 56% from job growth.

## EXPERIENCE/TRAINING/EDUCATION

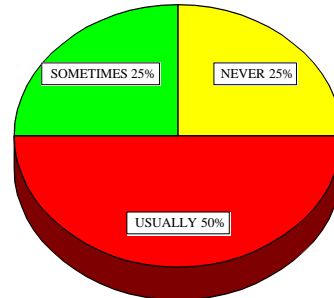
The percentage of employers requiring work experience is shown in the following chart:



Work experience (respiratory care) ranged from 6 months to 12 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

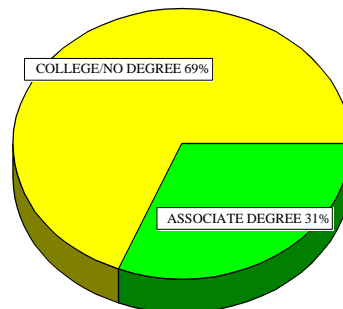
Training



Most employers require a Respiratory Care Practitioner License. To obtain a license can take from 6 months to 12 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements to recruit new employees. Many employers use current employee referrals to recruit employees. Some employers use unsolicited applicants, private employment agencies, in-house promotions or transfers, public school or program referrals, private school referrals, and word of mouth to recruit employees.



# SOCIAL WORKERS EXCEPT - MEDICAL AND PSYCHIATRIC

OES CODE: 273050

SURVEY CONDUCTED: 1996

**SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC**, counsel and aid individuals and families requiring social service assistance. Include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

**DOT CODES:** 195.107-038 195.167-010 195.107-014 195.267-022

## OCCUPATIONAL OUTLOOK

Occupation Size	Large
1994 Estimated Employment	450
2001 Estimated Employment	490
Projected Job Growth Rate (1994-2001)	8.9%
Growth	Average

## MAJOR EMPLOYMENT SOURCES

Elementary and Secondary Schools	SIC: 8211
Job Training and Vocational	SIC: 8331
Rehabilitation Services	
Individual and Family Social Services	SIC: 8322

11 Tulare County employers responded, representing 296 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

## TECHNICAL:

## Average Rating

Understanding of court proceedings	1.1
Record keeping skills	2.8
Knowledge of veterans' services	0.7
Knowledge of protective services for children and adults	2.8
Knowledge of family social work	2.6
Vocational counseling skills	1.8
Ability to interview others for information	2.8
Possession of a valid driver's license	2.6
Ability to write effectively	3.0

## PERSONAL OR OTHER:

Understanding of a variety of cultures	2.8
Leadership skills	2.4
Ability to handle crisis situations	2.8
Possession of a clean police record	2.6
Willingness to work with close supervision	1.7
Ability to apply complex rules and regulations	2.7
Ability to work independently	2.9
Ability to speak Spanish	1.9
Ability to read Spanish	0.1
Ability to write Spanish	0.1

# SOCIAL WORKERS EXCEPT - MEDICAL AND PSYCHIATRIC

**OES CODE: 273050**  
**1996**

**SURVEY CONDUCTED:**

## BASIC SKILLS:

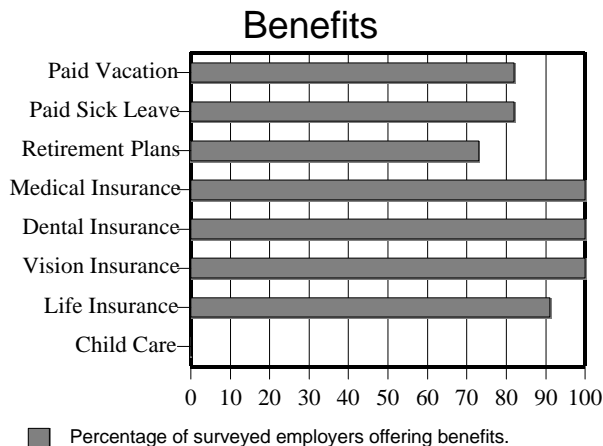
Basic math skills .....	2.0
Ability to read and follow instructions .....	2.9
Ability to write legibly .....	2.9
Oral communication skills .....	3.0

## WAGES/BENEFITS

	<b>Range</b>	<b>Median</b>
New hires, no exp	\$ 6.00 - \$13.90	\$11.02
New hires, w/exp	\$ 8.42 - \$15.82	\$12.00
3 years exp w/firm	\$ 9.28 - \$18.22	\$14.74

Some of the surveyed employers are unionized, these employers pay a higher wage.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 40 hours per week. Few of the positions are part-time, with employees working an average of 31 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are female.

Most employers reported that promotional opportunities are available. The promotional opportunities are Eligibility Clerk II, Eligibility Clerk III, Area Manager, Program Coordinator, Project Coordinator, Counselor, Social Services Supervisor, Division Manager, and Director of Special Education.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: sales, computer skills, and current computer knowledge.

Employers also reported that the ability to interview others for information and knowledge of protective services for children and adults are important skills for job entry.

## EMPLOYMENT TRENDS

Most employers expected employment in this occupation to remain stable over the next three years. Some employers expected employment in this occupation to grow over the next three years.

Employers find it a little difficult to locate inexperienced applicants when an opening exists. Employers find it somewhat difficult to locate experienced applicants when an opening exists. Inexperienced applicants seeking employment in this occupation will find the job market competitive. Experienced applicants seeking employment in this occupation will find the job market less competitive.

# SOCIAL WORKERS EXCEPT - MEDICAL AND PSYCHIATRIC

OES CODE: 273050

SURVEY CONDUCTED: 1996

## EMPLOYMENT TRENDS (Continued)

For employees hired in the last 12 months 65% resulted from turnover vacancies, 6% from promotions, 2% from temporary positions, and 27% from job growth.

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:



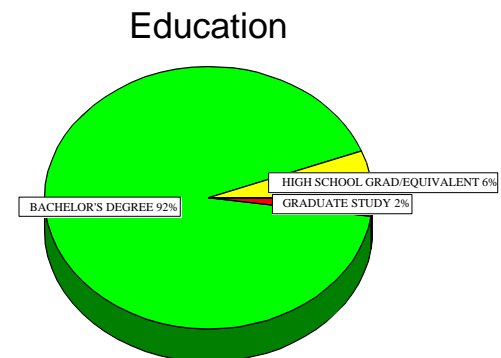
Work experience (social work, group facilitation, counselor, licensed social worker, social services, case management, human development, training services assistance, and preschool worker) ranged from 12 months to 60 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)



Few employers require a LCSW (Licensed Social Worker) license. To obtain a license can take up to 60 months.

The education level of employees is shown in the following chart:



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements to recruit new employees. Many employers use in-house promotions or transfers to recruit employees. Some employers use public school or program referrals to recruit employees. Few employers use the Employment Development Department (EDD), current employee referrals, minority publications, and unsolicited applicants to recruit employees.

## TAX INTERVIEWERS/PREPARERS

OES CODE: 211110

SURVEY CONDUCTED: 1996

**TAX INTERVIEWERS/PREPARERS** prepare tax returns for individuals or small businesses. They may work in the office of an established tax return firm. Do not include workers who have the responsibilities of an accredited accountant or certified public accountant.

**DOT CODES:** 219.362-070

### OCCUPATIONAL OUTLOOK

Occupation Size	Small
1994 Estimated Employment	90
2001 Estimated Employment	100
Projected Job Growth Rate (1994-2001)	11.1%
Growth	Faster Than Average

### MAJOR EMPLOYMENT SOURCES

Accounting, Auditing, and Bookkeeping Services	SIC: 8721
Tax Return Preparation Services	SIC: 7291

14 Tulare County employers responded, representing 52 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

#### TECHNICAL:

#### Average Rating

Business math skills	2.6
Record keeping skills	2.8
Bookkeeping skills	2.6
Ability to prepare corporate income tax returns	1.9
Ability to prepare individual income tax returns	2.8
Ability to prepare partnership income tax returns	2.3
Ability to use a calculator	2.6
Ability to interview others for information	1.9
Registered Tax Preparer	1.1
Tax interviewer registration eligibility	1.1
Designated as an IRS (Internal Revenue Service) enrolled agent	0.8
Ability to write effectively	2.1
Ability to type at least 45 words per minute	1.4

#### PERSONAL OR OTHER:

Willingness to work with close supervision	2.0
Ability to pay attention to detail	2.8
Ability to apply complex rules and regulations	2.4
Public contact skills	2.3
Ability to work independently	2.4
Ability to speak Spanish	1.2
Ability to read Spanish	0.9
Ability to write Spanish	0.9

# TAX INTERVIEWERS/PREPARERS

OES CODE: 211110

SURVEY CONDUCTED: 1996

## BASIC SKILLS:

Ability to read and follow instructions .....	2.8
Ability to write legibly .....	2.4
Oral communication skills .....	2.4

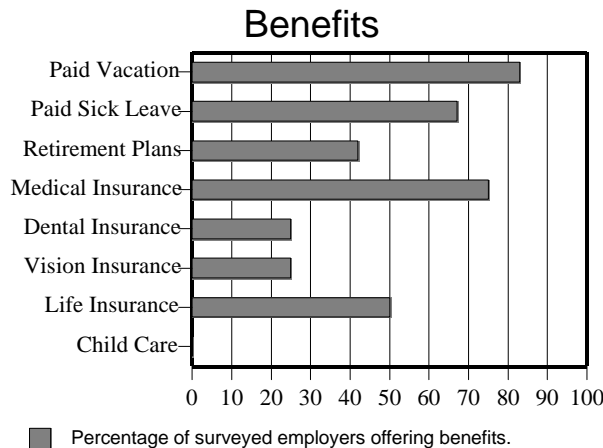
## WAGES/BENEFITS

### Range

### Median

New hires, no exp	\$ 4.35 - \$12.00	\$ 8.00
New hires, w/exp	\$ 4.35 - \$15.00	\$10.00
3 years exp w/firm	\$ 6.00 - \$17.26	\$12.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



Eight percent of the surveyed employers reported providing medical insurance, life insurance, paid sick leave, paid vacation, and a retirement plan to their part-time employees.

## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 41 hours per week. Some of the positions are part-time, with employees working an average of 21 hours per week. Some of the positions are seasonal, with employees working an average of 29 hours per week. Few of the positions are temporary or on call, with employees working an average of 40 hours per week. Most of the employers are nonunion. Many of the employees in this occupation are female.

Most employers reported that promotional opportunities are available. The promotional opportunities are Staff Accountant, Senior Staff Accountant, Accountant, Manager Tax Department, and In-Charge Accountant.

Many employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: computer spreadsheets, theory of tax law and regulations, computer literate, operate Windows 95, and financial planning.

Employers also reported that record keeping skills and the ability to prepare individual income tax returns are important skills for job entry.

## EMPLOYMENT TRENDS

Most employers expected employment in this occupation to grow over the next three years. Many employers expected employment in this occupation to remain stable over the next three years.

## TAX INTERVIEWERS/PREPARERS

OES CODE: 211110

SURVEY CONDUCTED: 1996

### EMPLOYMENT TRENDS (Continued)

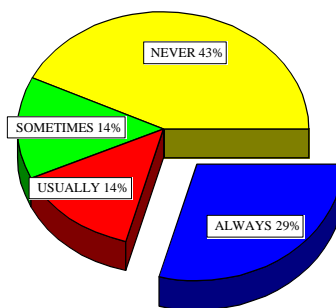
Employers find it a little difficult to locate inexperienced applicants when an opening exists. Employers find it somewhat difficult to locate experienced applicants when an opening exists. Inexperienced applicants seeking employment in this occupation will find the job market competitive. Experienced applicants seeking employment in this occupation will find the job market less competitive.

For employees hired in the last 12 months 11% resulted from turnover vacancies, 2% from promotions, 86% from temporary positions, and 2% from job growth.

### EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

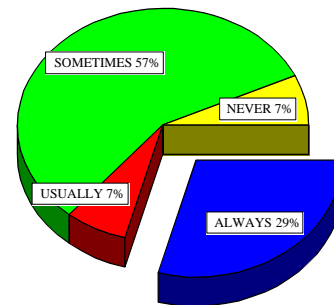
Work Experience



Work experience (bookkeeper, tax preparer, tax accountant, and public accountant) ranged from 6 months to 60 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

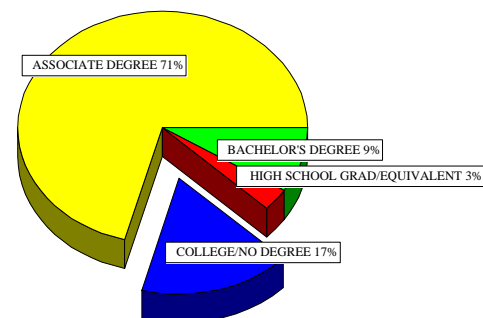
Training



Some employers require training in a basic tax preparation course or H & R Block basic training. Training can range from 1 month to 24 months.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



### RECRUITMENT METHODS

Many surveyed employers use current employee referrals, newspaper advertisements, and unsolicited applicants to recruit new employees. Some employers use private employment agencies and the Employment Development Department (EDD) to recruit employees. Few employers use private school referrals and public school or program referrals to recruit employees.

# TIRE REPAIRERS AND CHANGERS

OES CODE: 859530

SURVEY CONDUCTED: 1996

**TIRE REPAIRERS AND CHANGERS** repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Include only employees who primarily repair and change tires.

**DOT CODES:** 915.684-010

## OCCUPATIONAL OUTLOOK

Occupation Size	Medium
1994 Estimated Employment	140
2001 Estimated Employment	150
Projected Job Growth Rate (1994-2001)	7.1%
Growth	Slower Than Average

## MAJOR EMPLOYMENT SOURCES

Auto and Home Supply Stores	SIC: 5531
Gasoline Service Stations	SIC: 5541

9 Tulare County employers responded, representing 41 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

### TECHNICAL:

### Average Rating

Tire repairing skills	2.3
Tire changing skills	2.4
Ability to balance tires	2.1
Ability to use hand tools	2.5
Knowledge of safe equipment operating practices	3.0
Ability to operate hydraulic machinery and equipment	2.1
Ability to use a computer terminal	1.0
Knowledge of cost estimating	1.1
Knowledge of sales techniques	1.0
Cash handling skills	1.1

### PHYSICAL:

Ability to lift at least 100 pounds	2.1
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### PERSONAL OR OTHER:

Willingness to work with close supervision	2.6
Public contact skills	2.4

# TIRE REPAIRERS AND CHANGERS

OES CODE: 859530

SURVEY CONDUCTED: 1996

## PERSONAL OR OTHER:

Ability to work independently .....	2.4
Possession of a valid driver's license .....	3.0
Possess mechanical aptitude .....	2.0
Ability to speak Spanish .....	1.0
Ability to read Spanish .....	0.6
Ability to write Spanish .....	0.6

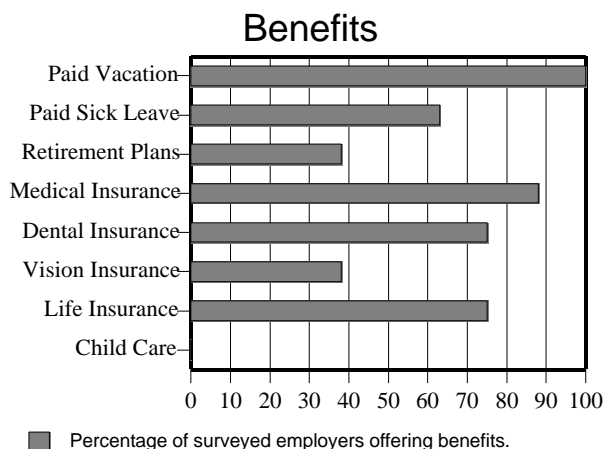
## BASIC SKILLS:

Oral communication skills .....	2.6
Ability to write legibly .....	2.1
Ability to perform basic mathematical computations .....	2.1
Ability to read and follow instructions .....	2.9

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.00 - \$ 7.00	\$ 6.00
New hires, w/exp	\$ 5.00 - \$ 8.00	\$ 6.00
3 years exp w/firm	\$ 7.50 - \$12.00	\$10.00

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 45 hours per week. Few of the positions are part-time, with employees working an average of 30 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Most employers reported that promotional opportunities are available. The promotional opportunities are Service Manager, Assistant Manager, Facility Manager, Mechanic, Supervisor, and Sales.

Few employers reported that the ability to run diagnostics with a computer scanner will be needed over the next three years to perform the functions of this occupation.

Employers also reported that knowledge of safe equipment operating practices and the ability to use hand tools are important skills for job entry.



# TIRE REPAIRERS AND CHANGERS

OES CODE: 859530

SURVEY CONDUCTED: 1996

## EMPLOYMENT TRENDS

Most employers expected employment in this occupation to remain stable over the next three years. Many employers expected employment in this occupation to grow over the next three years.

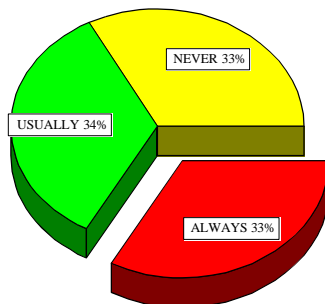
Employers find it a little difficult to locate both inexperienced and experienced applicants when an opening exist. Applicants seeking employment in this occupation will find the job market competitive.

For employees hired in the last 12 months 64% resulted from turnover vacancies, 14% from temporary positions, and 21% from job growth.

## EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

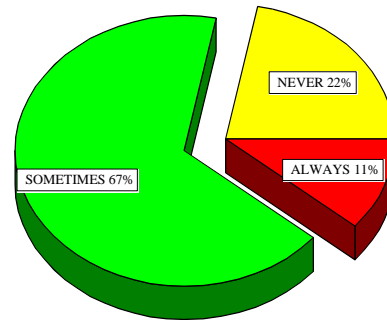
Work Experience



Work experience (tire technician, mechanic, truck and tire service maintenance, and service worker) ranged from 3 months to 60 months.

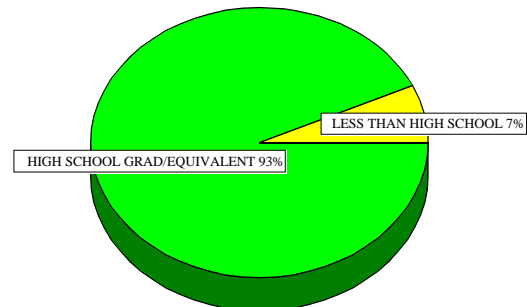
The percentage of employers accepting training as a substitute for work experience is shown in the following chart:

Training



The education level of employees hired in the last 12 months is shown in the following chart:

Education



## RECRUITMENT METHODS

Most surveyed employers use newspaper advertisements and current employee referrals to recruit new employees. Many employers use unsolicited applicants to recruit employees. Some employers use private employment agencies, in-house promotions or transfers, word of mouth, and the Employment Development Department (EDD) to recruit employees.

# TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE: 580280

SURVEY CONDUCTED: 1996

**TRAFFIC, SHIPPING, AND RECEIVING CLERKS** verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

**DOT CODES:** 222.387-050 214.587-014

## OCCUPATIONAL OUTLOOK

Occupation Size	Very Large
1994 Estimated Employment	700
2001 Estimated Employment	750
Projected Job Growth Rate (1994-2001)	7.1%
Growth	Slower Than Average

## MAJOR EMPLOYMENT SOURCES

Motor Vehicle Supplies and New Parts	SIC: 5013
Department Stores	SIC: 5311

10 Tulare County employers responded, representing 42 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "**not important**", while a "3" rating is "**very important**".

### TECHNICAL:

### Average Rating

Ability to operate a forklift	2.0
Knowledge of inventory techniques	2.5
Ability to plan and organize the work of others	1.9
Knowledge of United States & private parcel post services	1.8
Record keeping skills	2.5
Ability to use a computer terminal	1.8
Ability to perform basic mathematical computations	2.7
Ability to write legibly	2.3
Ability to type at least at 30 words per minute	0.7

### PHYSICAL:

Ability to stand for prolonged periods	2.5
Ability to lift at least 60 pounds	2.1

### PERSONAL OR OTHER:

Willingness to work with close supervision	2.2
Ability to work under pressure	2.4
Ability to work independently	2.6
Possession of a valid driver's license	2.2

# TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE: 580280

SURVEY CONDUCTED: 1996

## PERSONAL OR OTHER:

Ability to speak Spanish .....	0.4
Ability to read Spanish .....	0.4
Ability to write Spanish .....	0.4

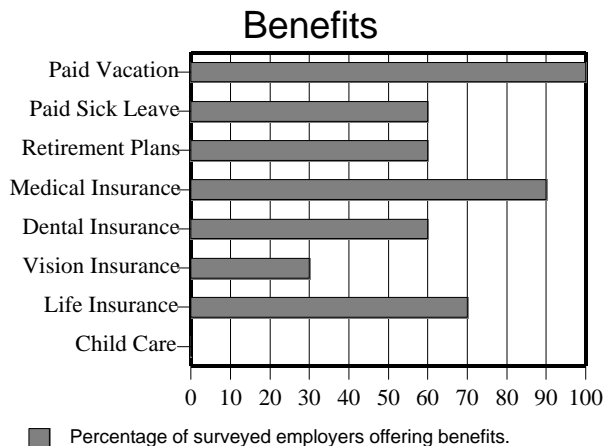
## BASIC SKILLS:

Ability to write legibly .....	2.8
Ability to read and follow instructions .....	2.9
Oral communication skills .....	2.4

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.00 - \$ 9.42	\$ 6.88
New hires, w/exp	\$ 5.00 - \$ 9.42	\$ 7.03
3 years exp w/firm	\$ 6.50 - \$13.56	\$ 8.82

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 39 hours per week. Few of the positions are part-time, with employees working an average of 15 hours per week. Some of the positions are seasonal, with employees working an average of 40 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Most employers reported that promotional opportunities are available. The promotional opportunities are Salesperson, Manager, Floorperson, Purchasing, and Supervisor.

Some employers reported that computerized shipping skills will be needed over the next three years to perform the functions of this occupation.

Employers also reported that the ability to perform basic mathematical computations and knowledge of inventory techniques are important skills for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to remain stable over the next three years. Some employers expected employment in this occupation to grow over the next three years.

Employers do not find it difficult to locate inexperienced applicants when an opening exists. Employers find it a little difficult to locate experienced applicants when an opening exists. Inexperienced applicants will find the job market very competitive. Experienced applicants will find the job market competitive.

For employees hired in the last 12 months 12% resulted from turnover vacancies, 18% from promotions, and 71% from temporary jobs.

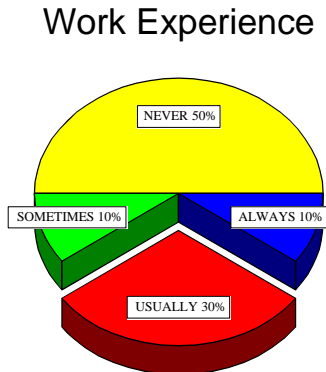
## TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE: 580280

SURVEY CONDUCTED: 1996

### EXPERIENCE/TRAINING/EDUCATION

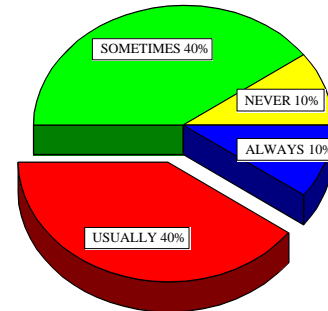
The percentage of employers requiring work experience is shown in the following chart:



Work experience (shipping and receiving) ranged from 5 months to 33 months.

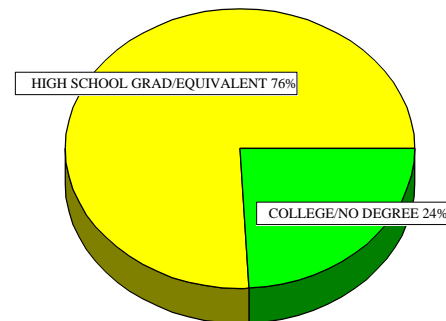
The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

### Training



The education level of employees hired in the last 12 months is shown in the following chart:

### Education



### RECRUITMENT METHODS

Most surveyed employers use current employee referrals to recruit new employees. Many employers use in-house promotions and transfers and the Employment Development Department (EDD) to recruit employees. Some employers use newspaper advertisements, private employment agencies, and temporary agencies to recruit employees.

## VEHICLE SALESPERSONS - RETAIL

OES CODE: 490111

SURVEY CONDUCTED: 1996

**RETAIL VEHICLE SALESPERSONS** sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Do not include workers who primarily sell vehicle parts and accessories.

**DOT CODES:** 273.353-010 273.357-018 273.357-034

### OCCUPATIONAL OUTLOOK

Occupation Size	Medium
1994 Estimated Employment	210
2001 Estimated Employment	230
Projected Job Growth Rate (1994-2001)	9.5%
Growth	Average

### MAJOR EMPLOYMENT SOURCES

Motor Vehicle Dealers (New and Used)	SIC: 5511
Motor Vehicle Dealers (Used Only)	SIC: 5521

15 Tulare County employers responded, representing 112 positions in the occupation.

**JOB SKILLS:** These occupation-specific skills were rated by employers as to their importance for job entry. A "0" rating is "not important", while a "3" rating is "very important".

### TECHNICAL:

### Average Rating

Ability to apply sales techniques . . . . .	2.8
Basic computer keyboarding skills . . . . .	1.2
Understanding of inventory techniques . . . . .	1.9
Understanding of finance procedures . . . . .	1.9
Understanding of DMV registration procedures . . . . .	1.2
Understanding of automobile insurance policies and procedures . . . . .	1.2

### PERSONAL OR OTHER:

Willingness to work with close supervision . . . . .	2.5
Possession of a valid driver's license . . . . .	2.9
Public contact skills . . . . .	2.7
Ability to stand for prolonged periods of time . . . . .	2.2
Possession of a good DMV driving record . . . . .	2.7
Ability to work independently . . . . .	2.8
Customer service skills . . . . .	2.7
Ability to work under pressure . . . . .	2.8
Ability to speak Spanish . . . . .	1.0
Ability to read Spanish . . . . .	0.9
Ability to write Spanish . . . . .	0.9

# VEHICLE SALESPERSONS - RETAIL

OES CODE: 490111

SURVEY CONDUCTED: 1996

## BASIC SKILLS:

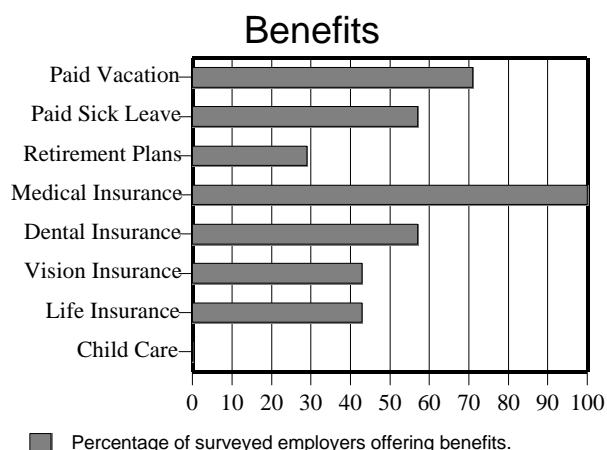
Basic math skills .....	2.0
Ability to read and follow instructions .....	2.8
Ability to write legibly .....	2.4
Oral communication skills .....	2.8

## WAGES/BENEFITS

	Range	Median
New hires, no exp	\$ 5.75 - \$11.51	\$ 7.48
(With Commission)	\$ 5.75 - \$14.90	\$ 7.48
New hires, w/exp	\$ 6.14 - \$14.38	\$ 8.63
(With Commission)	\$ 6.14 - \$20.08	\$ 9.21
3 years exp w/firm	\$ 6.90 - \$40.28	\$15.34
(With Commission)	\$ 6.90 - \$40.28	\$17.26

Most employers compensate employees based on a percentage of the employee's sales. (How many cars they sell and the total dollar amount of these sales.) The percentages can range from 25% to 39% of gross sales.

The following graph reflects the percentage of surveyed employers offering benefits to full-time employees:



## JOB CHARACTERISTICS

Most of the positions are full-time, with employees working an average of 43 hours per week. Few of the positions are part-time, with employees working an average of 10 hours per week. Most of the employers are nonunion. Most of the employees in this occupation are male.

Most employers reported that promotional opportunities are available. The promotional opportunities are Sales Manager, Manager, Assistant Manager, Finance, and Management.

Some employers reported that over the next three years the following new skills will be needed to perform the functions of this occupation: computer skills, sales techniques, communications skills, and the ability to use the INTERNET.

Employers also reported that the ability to apply sales techniques and the possession of a valid driver's license are important for job entry.

## EMPLOYMENT TRENDS

Most surveyed employers expected employment in this occupation to grow over the next three years. Many employers expected employment in this occupation to remain stable over the next three years.

Employers find it somewhat difficult to locate both inexperienced and experienced applicants when an opening exists. Applicants seeking employment in this occupation will find the job market less competitive.

## VEHICLE SALESPERSONS - RETAIL

OES CODE: 490111

SURVEY CONDUCTED: 1996

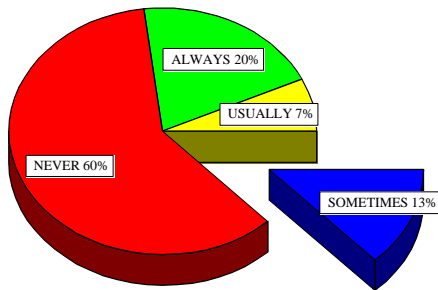
### EMPLOYMENT TRENDS (Continued)

For employees hired in the last 12 months 45% resulted from turnover vacancies, 33% from promotions, 3% from temporary positions, and 18% from job growth.

### EXPERIENCE/TRAINING/EDUCATION

The percentage of employers requiring work experience is shown in the following chart:

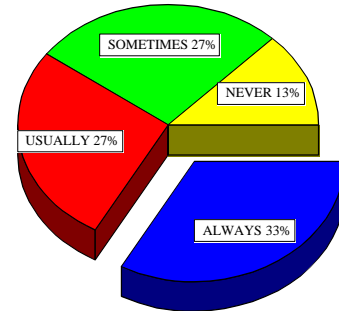
Work Experience



Work experience (sales, retail sales, car sales, and car salesman) ranged from 6 months to 30 months.

The percentage of employers accepting training as a substitute for work experience is shown in the following chart: (Please see pie chart this page, next column.)

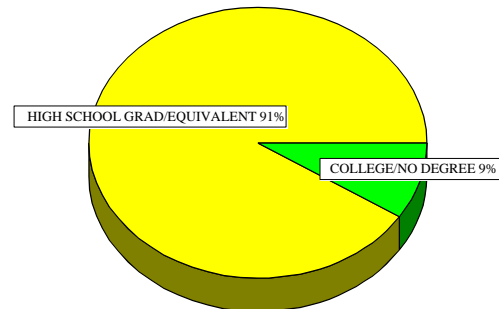
Training



Few employers require a State Auto Salesperson license. To obtain a license can take 1 month.

The education level of employees hired in the last 12 months is shown in the following chart:

Education



### RECRUITMENT METHODS

Most surveyed employers use current employee referrals and newspaper advertisements to recruit new employees. Many employers use unsolicited applicants and few use word of mouth to recruit employees. Some employers use in-house promotions or transfers and the Employment Development Department (EDD) to recruit employees.

# **Training Directory**

**1996**



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## INTRODUCTION

The training directory is designed to address the needs of vocational counselors and people seeking vocational training. The training directory profiles 21 training providers in Tulare County. This directory is a snapshot of services offered to seekers of vocational training. The directory does not include all training providers in Tulare County, nor does it include all of the training programs for the providers profiled. The cost information provided is subject to change without notice.

The training providers profiled in this report are presented in a standard format, which is illustrated on the sample page using the same format (see page 73). Each profile has three sections: training provider, program information and available services.

## DEFINITIONS:

The following is a list of acronyms and abbreviations used in the training directory.

AA = Associate of Arts Degree

AS = Associate of Science Degree

ATB = Ability to Benefit

CNA = Certified Nurses' Assistant

CPR = Cardiopulmonary resuscitation

DMV = Department of Motor Vehicles

DUI = Driving Under the Influence

EKG = Electrocardiogram

GED = General Education Development

JTPA = Job Training Partnership Act

TO-1 Card = Required State Department of Education Document

wpm = Words Per Minute

Open Entry - Open Exit = Classes are scheduled regularly and may be started at almost any time

Ag. = agriculture/agricultural

Externship = Students working in a job for their specified training, but are not being paid wages

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## TRAINING DIRECTORY

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### **Training Provider:**

This section provides the name, address, phone number, fax number, and the contact person of each provider.

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### **Program Information:**

In this section you will find information on the following: Program costs, length, if the program is open entry - open exit, occupational objective, description, prerequisites, whether the program offers a certificate or degree upon completion, and the target population.

---

### **Available Services:**

This section provides information on the services each training provider offers students.

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## TRAINING DIRECTORY

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### **ABLE Industries**

2606 Valley Oaks Drive  
Visalia, CA 93292

(209) 627-0550

FAX: (209) 734-5049

Contact: David Maciel

---

### **Program Information**

#### **Supportive Employment:**

Program Cost/Tuition:	None
Program Length:	Individualized based on the needs of the participant
Occupational Objective:	Individualized based on participant's choice of occupation
Program Description:	Community based employment with support for individuals with developmental disabilities; can be an individual or group employment experience.
Training Site Location:	On-site training integrated within an employer's business, staff will provide training and support to the participant and decrease their intervention as the participant becomes acclimated and proficient.
Program Requirements:	18 years or older, eligible for Central Valley Regional Center (CVRC) services and referred by the Department of Rehabilitation
Target Population:	Adults with disabilities

---

#### **Supported Work:**

Program Cost/Tuition:	None
Program Length:	On-going, based on needs of the participant
Occupational Objective:	Individualized based on the participant's choice of occupation
Program Description:	Community-based employer with support for adults with disabilities

---

**ABLE Industries (Continued)**

---

Training Site Location:	Participants are trained on site with assistance from qualified staff. As the participant becomes acclimated to the work environment, the staff involvement decreases. Assistance is provided to the employer regarding no or low cost accommodations when necessary.
Program Requirements:	Tulare County resident, 22 years or older, JTPA eligible and must have a disability [defined by the American Disability Act (ADA)]
Target Population:	Adults with disabilities

---

**On-The-Job Training:**

Program Cost/Tuition:	None
Program Length:	240 to 700 Hours
Occupational Objective:	Individualized based on participant's occupation choice
Program Description:	Direct training provided by employer with extraordinary costs of training reimbursed to the employer
Training Site Location:	Community based employment sites throughout Tulare County and accessible sites surrounding Tulare County
Program Requirements:	Tulare County resident, 22 years or older and JTPA eligible
Target Population:	Adults with disabilities

---

**Available Services:**

Job Placement Assistance  
Career Counseling  
Career/Vocational Assessment  
Assessment for Referral to Appropriate Services  
On-The-Job Training  
Job Search Skills Workshop  
Supported Employment  
Personal Social Adjustment Services

---

## TRAINING DIRECTORY

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### **Advanced Truck Driving School**

1728 North Kelsey Street

Visalia, CA 93291

1(800) 600-1978

FAX: (209) 651-8032

Contact: Barry Bither

---

### **Program Information**

#### **Commercial Truck Driver:**

Program Cost/Tuition:	\$3,150.00
Program Length:	3-4 Weeks, Open Entry - Open Exit
Occupational Objective:	Commercial Truck Driver
Program Description:	To obtain Class A license and obtain Class A employment
Program Requirements:	Pass an entrance test, no DUI and no more than two moving violations in the past two years
Certificate/Degree:	Class A truck driving certificate
Target Population:	Adult

---

### **Available Services:**

Financial Aid/Assistance

Job Placement Assistance

Career Counseling

Career/Vocational Assessment

Occupational/Skills Training

---

## TRAINING DIRECTORY

---

### California Technical Training Tulare

1630 West Tulare  
Tulare, CA 93274

(209) 688-3721  
FAX: (209) 688-3327

Contact: Helen Saenz

All of the programs are not listed. For further program information, please contact Ms. Saenz.

---

### Program Information

#### **Automotive Mechanic (Light Duty):**

Program Cost/Tuition:	\$5,760.00
Program Length:	22 Weeks, Open Entry - Open Exit
Occupational Objective:	Automotive Mechanic (Light Duty)
Program Description:	This course has been designed to develop skills needed for entry level positions as a light duty mechanic. The successful graduate will be employable as a mechanic in tune up shops, tire shops, dealerships, service centers, manufacturing plants, and self employment. Students receive instruction and training in brakes, alignment, wheel balance, suspension service, electrical systems, air conditioning, fuel systems, tune-ups, and service procedures.
Training Site Location:	1630 West Tulare, Tulare, CA 93274
Program Requirements:	High School Diploma or GED, and pass entrance exam
Certificate/Degree:	Certificate
Target Population:	Adults, Farm-workers and Worker's Compensation Eligible

---

#### **Data Entry:**

Program Cost/Tuition:	\$4,000.00
Program Length:	16 Weeks, Open Entry - Open Exit
Occupational Objective:	Data Entry Operator

---

**California Technical Training Tulare (Continued)**

---

Program Description:	Students receive instruction in typing, filing, 10-key, office procedures, business math, business English, data entry, personal grooming, work habits, and other areas to enable them to function in an office setting.
Training Site Location:	1630 W. Tulare, Tulare, CA 93274
Program Requirements:	High School Diploma or GED, and pass entrance exam
Certificate/Degree:	Certificate
Target Population:	Adults, Farm-workers and Worker's Compensation Eligible

---

**Retail Sales:**

Program Cost/Tuition:	\$3,000.00
Program Length:	12 Weeks, Open Entry - Open Exit
Occupational Objective:	Retail Salesperson
Program Description:	Students receive instruction in 10-key, retail sales, cash register operations, business math, business English, methods of payment, making change, stocking, inventory control, personal grooming, work habits, and other areas that enable them to function in a retail setting.
Training Site Location:	1630 West Tulare, Tulare, CA 93274
Program Requirements:	High School Diploma or GED, and pass entrance exam
Certificate/Degree:	Certificate
Target Population:	Adults, Farm-workers and Worker's Compensation Eligible

---

**Small Engine Repair:**

Program Cost/Tuition:	\$6,160.00
Program Length:	22 Weeks, Open Entry - Open Exit
Occupational Objective:	Small Engine Repairer



---

**California Technical Training Tulare (Continued)**

---

Program Description:	This course has been designed to develop the skills and knowledge needed for entry level employment as a small engine mechanic. Students receive instruction and training in welding, brakes, tune-ups, engine overhaul, maintenance, and service.
Training Site Location:	1630 West Tulare, Tulare, CA 93274
Program Requirements:	High School Diploma or GED, and pass entrance exam
Certificate/Degree:	Certificate
Target Population:	Adults, Farm-workers and Worker's Compensation Eligible

---

**Available Services:**

Job Placement Assistance

On-The-Job-Training

Occupational/Skills Training

Job Search Skills Workshop

---

## TRAINING DIRECTORY

---

### **Century 21 Excel Realty**

141 North K Street  
Tulare, CA 93274

(209) 688-1700

FAX: (209) 688-4100

Contact: Betty Pimentel

---

### **Program Information**

#### **Real Estate License:**

Program Cost/Tuition: \$350.00

Program Length: 24 Weeks, Open Entry - Open Exit

Occupational Objective: Real Estate Agent

Program Description: Principles of Real Estate and extensive exam preparation

Program Requirements: 18 Years of Age

Certificate/Degree: 3 College Units and Certificate of Completion

College Credit Transfer: 3 Units

Target Population: Adults and Older Workers

---

### **Available Services:**

Job Placement Assistance

Career Counseling

Career/Vocational Assessment

On-The-Job-Training

Occupational/Skills Training

---

## TRAINING DIRECTORY

---

### College of the Sequoias

915 South Mooney Boulevard  
Visalia, CA 93277

(209) 730-3808

FAX: (209) 730-3901

Contact: Dr. David C. Bockman, Dean of Instruction, Applied Sciences

All of the programs are not listed. For further program information, please contact Dr. Bockman.

---

### Program Information

#### Automotive Technology:

Program Cost/Tuition:	\$13.00 per unit (60 units for AA Degree)
Program Length:	2 years or 4 semesters (less for certificate)
Occupational Objective:	Auto Mechanic or a career in the automotive industry of sales, manufacturing, service, or engineering
Program Description:	Complete training from the basics through smog certification, brakes, tune-ups and transmissions
Program Requirements:	None
Certificate/Degree:	Certificate and/or AA Degree
Target Population:	Adults and High School Graduates

---

#### Child Care:

Program Cost/Tuition:	\$13.00 per unit (60 units for AA Degree/fewer for certificate)
Program Length:	2 years or 4 semesters (less for certificate)
Occupational Objective:	Day care center worker, owner, or manager
Program Description:	Training for certification as a day care worker or owner/operator of a child care facility
Program Requirements:	None

---

## College of the Sequoias (Continued)

---

Certificate/Degree: Certificate and/or AA Degree

Target Population: Adults and High School Graduates

---

### **Cosmetology:**

Program Cost/Tuition: \$13.00 per unit (60 units for AA Degree)

Program Length: 45 Weeks or 3 Semesters

Occupational Objective: Cosmetologist

Program Description: Students receive practical experience and also learn the theory of cosmetology, anatomy disorders, diseases of the skin, scalp, and hair, physiology of skin and nails, and chemical composition.

Program Requirements: None

Certificate/Degree: Certificate and/or AA Degree

Target Population: Adults and High School Graduates

---

### **Maintenance Technology:**

Program Cost/Tuition: \$13.00 per unit (26 units)

Program Length: 1 Year

Occupational Objective: Maintenance Technician

Program Description: Five hours per day training for one year for full preparation in electronic control devices, welding, machining, hydraulics, and pneumatics

Program Requirements: None

Certificate/Degree: Certificate

Target Population: Adults and High School Graduates

---

## College of the Sequoias (Continued)

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### **Nursing/Health Care:**

Program Cost/Tuition:	\$13.00 per unit (60 units for AA/AS Degree)
Program Length:	2 years minimum, if science and math competencies are met
Occupational Objective:	Registered Nurse (RN), Sports Medicine Aide, and Emergency Medical Technician (EMT).
Program Description:	Preparation to enter one of many careers in the medical and health care profession.
Program Requirements:	None
Certificate/Degree:	Certificate and/or AA Degree
Target Population:	Adults and High School Graduates

---

### **Available Services:**

Financial Aid/Assistance  
Job Placement Assistance  
Career Counseling  
Veteran's Association Approved  
Career/Vocational Assessment  
Assessment for Referral to Appropriate Services  
On-The-Job Training  
Occupational/Skills Training  
Job Search Skills Workshop  
Tutorial/Learning Center  
Assistance for Disabled Students

---

## TRAINING DIRECTORY

---

### **Community Services & Employment Training, Inc. (CSET)**

2150 South Mooney Boulevard, Suite 3

Visalia, CA 93277

(209) 732-4194

FAX: (209) 733-3971

Contact: Carolyn Rose

---

### **Program Information**

#### **Construction:**

Program Cost/Tuition:	None
Program Length:	1 year
Occupational Objective:	Construction Worker
Program Description:	Education component and hands-on construction experience of building a house from the ground up
Training Site Location:	North Visalia
Program Requirements:	18 to 24 years and commitment to complete the program
Certificate/Degree:	Certificate
Target Population:	At-Risk Youth

---

#### **Teacher's Aide:**

Program Cost/Tuition:	None
Program Length:	1 year
Occupational Objective:	Teachers Aide
Program Description:	Work with students in classroom and youth in community youth centers
Training Site Location:	Tulare, Exeter, and Lindsay

---

## CSET (Continued)

---

Program Requirements: 18 to 25 years old and commitment to complete program

Target Population: Youth

---

### **Available Services:**

Job Placement Assistance

Career Counseling

Career/Vocational Assessment

Assessment for Referral to Appropriate Services

Occupational/Skills Training

Job Search Skills Workshop

---

## TRAINING DIRECTORY

---

### **Dinuba Adult School**

1327 East El Monte  
Dinuba, CA 93618

(209) 595-7242

FAX: (209) 595-7248

Contact: Edith Thompson

All of the programs are not listed. For further program information, please contact Ms. Thompson.

---

### **Program Information**

#### **Police Science:**

Program Cost/Tuition:	None
Program Length:	84 Hours
Occupational Objective:	Police Officer
Program Description:	The course begins with an introduction to the qualifications, examination, and training of police officers. How the police perform their duties will be examined through discussions and study of the law, to include arrest, evidence, recording information, confinement, punishment, and rehabilitation. Student participation will be encouraged in police ride along programs. Demonstration and use of police equipment. To include firearm safety training and actual firing of weapons at the police firing range.
Target Population:	Adults

---

#### **Nurses' Assistant:**

Program Cost/Tuition:	\$85.00
Program Length:	180 Hours
Occupational Objective:	Nurses' Assistant
Program Description:	To prepare students in basic patient care services and procedures under a variety of circumstances. To identify social, psychological, spiritual, and physical needs of the sick, aged, and injured. To develop basic understanding of human anatomy and physiology. To identify signs and symptoms of common diseases. To identify, report, and record complications. To prepare students for State Health Department certification.



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## Dinuba Adult School (Continued)

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### **Available Services:**

Career/Vocational Assessment

Assessment for Referral to Appropriate Services

Occupational/Skills Training

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## TRAINING DIRECTORY

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### **Estes Institute of Cosmetology**

324 East Main Street  
Visalia, CA 93291

(209) 733-3617  
FAX: (209) 733-4504

Contact: Susan Hedstrom

---

### **Program Information**

#### **Cosmetologist:**

Program Cost/Tuition:	\$5,362.00
Program Length:	1,600 Hours
Occupational Objective:	Cosmetologist
Program Description:	This course covers the art and science of manicuring, pedicuring, artificial nails, hair sculpting, hair styling, permanent waves, hair coloring, skin care, facials, and make-up application.
Program Requirements:	High School Diploma and pass the entrance exam
Certificate/Degree:	Eligibility certificate for state licensing exam
Target Population:	Adults

---

#### **Manicurist:**

Program Cost/Tuition:	\$1,795.00
Program Length:	400 Hours
Occupational Objective:	Manicurist
Program Description:	This course covers the art and science of manicuring, pedicuring, nail wraps, artificial nails, and nail art.
Program Requirements:	High School Diploma and pass the entrance exam

---

**Estes Institute of Cosmetology (Continued)**

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Certificate/Degree: Certificate

Target Population: Adults

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**Esthetics:**

Program Cost\Tuition: \$2,200.00

Program Length: 600 Hours

Occupational Objective: Esthetician

Program Description: This course covers the art and science of skin care, facials, and make-up application.

Program Requirements: High School Diploma and pass the entrance exam

Certificate/Degree: Certificate

Target Population: Adult

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**Available Services:**

Financial Aid/Assistance

Job Placement Assistance

Career Counseling

Veteran's Association Approved

Occupational/Skills Training

Job Search Skills Workshop

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## TRAINING DIRECTORY

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### **Galen College**

3908 W. Caldwell, Suite A  
Visalia, CA 93277

(209) 732-2217

FAX: (209) 264-0985

Contact: Donna Smith

All of the programs are not listed. For further program information, please contact Ms. Smith.

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### **Program Information**

#### **Medical Assistant:**

Program Cost/Tuition:	\$6,000.00
Program Length:	34 Weeks, Open Entry - Open Exit
Occupational Objective:	Medical Assistant
Program Description:	The medical assisting program is designed to prepare the student for entry into the health care profession by instruction in both front and back office procedures.
Program Requirements:	Pass entrance exam and a medical clearance
Certificate/Degree:	Diploma and certificate
Target Population:	High School, Adults, Farm-workers, Ex-Offenders, At-Risk Youth, and Older Workers

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#### **Dental Assistant:**

Program Cost/Tuition:	\$6,000.00
Program Length:	34 Weeks, Open Entry - Open Exit
Occupational Objective:	Dental Assistant
Program Description:	An approved course in Registered Dental Assistant functions that instructs students on front and back office procedures.
Program Requirements:	Pass an entrance exam and a medical clearance

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**Galen College (Continued)**

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Certificate/Degree: Diploma, certificate, and X-ray license

Target Population: High School, Adults, Farm-workers, Ex-Offenders, At-Risk Youth, and Older Workers

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**Secretary/Word Processing:**

Program Cost/Tuition: \$5,300.00

Program Length: 24 Weeks, Open Entry - Open Exit

Occupational Objective: Employment in an entry-level secretarial position.

Program Description: Secretary/Word Processing

Program Requirements: Pass an entrance exam and a medical clearance

Certificate/Degree: Diploma

Target Population: High School, Adults, Farm-workers, Ex-Offenders, At-Risk Youth, and Older Workers

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**Available Services:**

Financial Aid/Assistance

Job Placement Assistance

Career Counseling

Veteran's Association Approved

Occupational/Skills Training

Job Search Skills Workshop

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## TRAINING DIRECTORY

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### **Golden State Business College**

3356 South Fairway  
Visalia, CA 93277

(209) 733-4040

FAX: (209) 735-3808

Contact: Linda Sanchez

All of the programs are not listed. For further program information, please contact Ms. Sanchez.

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### **Program Information**

#### **Administrative Medical Assistant:**

Program Cost/Tuition:	Individualized
Program Length:	32 Weeks; Classes not in traditional semester form, they begin bi-monthly
Occupational Objective:	Medical Secretary, Medical Office, Medical Records Clerk, Hospital Clerk, Secretary, Word Processor, Administrative Secretary, and Transcription Clerk
Program Description:	This course is designed to prepare students to enter the health profession field as an administrative medical assistant. Students are trained in word processing, electronic spreadsheet, medical terminology, office procedures record keeping, typing transcription, math, 10-key, English, letter composition, professional development, medical insurance theory, anatomy, medical administration, medical records, computer billing, and medical office typing. 80 hours of externship.
Certificate/Degree:	Certificate
Target Population:	High School, Adults and Older Workers

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#### **Administrative Office Support:**

Program Cost/Tuition:	Individualized
Program Length:	32 Weeks
Occupational Objective:	Secretary, Word Processor, Administrative Secretary, Transcribing Machine Operator, and Transcription Clerk

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**Golden State Business College (Continued)**

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Program Description: This course prepares students to enter the professional administrative office support field. Students are trained in word processing, electronic spreadsheet, medical and legal terminology, office procedures record keeping, typing, transcription, math, 10-key, English, letter composition, and professional development.

Certificate/Degree: Certificate

Target Population: Adults

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**Computer Business:**

Program Cost/Tuition: Individualized

Program Length: 32 Weeks

Occupational Objective: Computer Operator, Computer Terminal Operator, Account Clerk/Data Processing, General Accounting Systems Operator, Word Processor, and General Office Clerk

Program Description: This course prepares students to work in a modern office environment using business computer and software systems. Students receive training in basic accounting, 10-key, how to process payroll, required payroll reports (both manually and on a computer), spreadsheet management, database management, word processing, and professional development.

Degree/Certificate: Certificate

Target Population: High School, Adults and Older Workers

---

**Full Charge Bookkeeper:**

Program Cost/Tuition: Individualized

Program Length: 32 Weeks

Occupational Objective: Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Clerk/Data Processing, Bookkeeper, Computer Terminal Operator, Word Processor, and General Office Clerk

Program Description: This course prepares students to manage the bookkeeping functions of a business. Students learn to prepare financial statements under the direction of an accountant. Students are trained to process payroll, prepare required payroll reports manually and on a computer, 10-key, spreadsheet management, word processing, and professional development.

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**Golden State Business College (Continued)**

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Certificate/Degree: Certificate

Target Population: Adults

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**Medical Assistant:**

Program Cost/Tuition: Individualized

Program Length: 32 Weeks

Occupational Objective: Medical Assistant

Program Description: This course prepares the students to function competently at any entry-level position in a variety of medical settings. The program will include current medical information, demonstration and practice of administrative, clinical and laboratory skills. 160 hours of externship.

Certificate/Degree: Certificate

Target Population: High School, Adults and Older Workers

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**Available Services:**

Financial Aid/Assistance  
Job Placement Assistance  
Veteran's Association Approved  
Occupational/Skills Training  
Job Search Skills Workshop



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## TRAINING DIRECTORY

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### **Kaweah Continuation High School**

21215 Avenue 300

Exeter, CA 93221

(209) 592-9467

FAX: (209) 582-5238

Contact: Robert Forbes

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### **Program Information**

#### **Vocational Education:**

Program Cost/Tuition:	None
Program Length:	One Semester, Open Entry - Open Exit
Occupational Objective:	Entry level positions
Program Description:	Learning basic skills to prepare for employment. Includes career testing, such as ASVAB (Military competency exam) and assessments. Learning job hunting skills, such as filling out applications, creating a resume, how to dress for a job interview, and hygiene.
Program Requirements:	Enrollment in the classes
Target Population:	At-Risk Youth

---

#### **Internships:**

Program Cost/Tuition:	None
Program Length:	One Semester, some are of shorter duration (maximum of 10 credits per semester)
Occupational Objective:	Gives students a realistic perspective of work responsibilities in vocational areas of interest (non-paying)
Program Description:	Based on internship opportunities that are available
Program Requirements:	Enrollment
Target Population:	Juniors, Seniors and At-Risk Youth

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## Kaweah Continuation High School (Continued)

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### Work Experience:

Program Cost/Tuition:	None
Program Length:	Minimum of 2 hours per day (maximum of 10 credits per semester)
Occupational Objective:	Realistic practical work experience that leads to career advancement
Program Description:	Based on employers needs
Program Requirements:	16 years of age and enrolled in the program
Target Population:	Juniors, Seniors and At-Risk Youth

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### Available Services:

Job Placement Assistance  
Internship  
Career Counseling  
Career/Vocational Assessment  
On-The-job Training  
Job Search Skills  
T-Cove Referrals

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## TRAINING DIRECTORY

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### **Porterville Adult School**

568 West Olive  
Porterville, CA 93257

(209) 782-7030  
FAX: (209) 781-4943

Contact: Gary Ingraham

All programs are not listed. For further program information, please contact Mr. Ingraham.

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### **Program Information**

#### **Accounting Clerk:**

Program Cost/Tuition:	\$524.50
Program Length:	32 Weeks
Occupational Objective:	Accounting Clerk
Program Description:	General office procedures and basic accounting concepts
Program Requirements:	High School Diploma, GED and pass entry test (includes 20 wpm. minimum in typing)
Certificate/Degree:	Certificate
Target Population:	Adults

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#### **Certified Nurses Assistant:**

Program Cost/Tuition:	\$30.00/Physical/TB Test/Uniform
Program Length:	8 Weeks
Occupational Objective:	Certified Nurses Assistant (CNA)
Program Description:	Basic nurses training in safety, comfort, personal hygiene, and protection of patients in long-term health facilities
Certificate/Degree:	Certificate
Target Population:	Adults

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**Porterville Adult School (Continued)**

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**Computer Operator/Business Applications:**

Program Cost/Tuition:	\$581.50
Program Length:	32 Weeks
Occupational Objective:	Computer Operator
Program Description:	Study in general office procedures, microcomputers (IBM and Macintosh), Word Perfect, Lotus 1-2-3, and Microsoft Works.
Certificate/Degree:	Certificate
Target Population:	Adults

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**Desktop Publisher:**

Program Cost/Tuition:	\$545.50
Program Length:	32 Weeks
Occupational Objective:	Desktop Publishing Operator
Program Description:	Specific application of desktop publishing and layout programs, including Pagemaker and WordPerfect. Project application phase of training. Utilizes IBM and Macintosh platforms.
Certificate/Degree:	Certificate
Target Population:	Adults

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**Legal Secretary:**

Program Cost/Tuition:	\$550.50
Program Length:	32 Weeks
Occupational Objective:	Legal Secretary
Program Description:	Study in general office procedures, personal computers, legal terminology, and introduction to business law.

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**Porterville Adult School (Continued)**

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Program Requirements:	High School Diploma, GED and pass entry test (includes 20 wpm minimum in typing)
Certificate/Degree:	Certificate
Target Population:	Adults

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**Medical Assistant/Administrative Clerk:**

Program Cost/Tuition:	\$629.50
Program Length:	32 Weeks
Occupational Objective:	Medical Assistant/Administrative Clerk
Program Description:	Study in general office procedures, microcomputers, WordPerfect 6.0 for Windows, medical terminology, and clinical procedures.
Program Requirements:	High School Diploma, GED and pass entry test (includes 20 wpm minimum in typing)
Certificate/Degree:	Certificate
Target Population:	Adults

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**School Bus Driver:**

Program Cost/Tuition:	Textbooks
Program Length:	5 Weeks (2 nights per week)
Occupational Objective:	Bus Driver
Program Description:	Classroom instruction on school bus safety, bus laws, bus components, defensive driving skills, first aid, and student discipline.
Program Requirement:	Valid California driver's license
Certificate/Degree:	Certificate
Target Population:	Adults

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**Porterville Adult School (Continued)**

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**Clerk Typist/Receptionist:**

Program Cost/Tuition:	\$450.00
Program Length:	24 Weeks
Occupational Objective:	Clerk Typist/Receptionist
Program Description:	Study general office procedures. Keyboarding, business communications, records management, microcomputers, WordPerfect 6.0 for Windows, Lotus 1-2-3, receptionist skills and duties, office and telephone etiquette, listening skills, and time management.
Program Requirements:	High School Diploma. GED and pass entry test (includes 20 wpm minimum in typing)
Certificate/Degree:	Certificate
Target Population:	Adults

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**Medical Transcriber:**

Program Cost/Tuition:	\$453.00
Program Length:	24 Weeks
Occupational Objective:	Medical Transcriber
Program Description:	Study general office procedures, keyboarding, business communications, records management, introduction to microcomputers, WordPerfect 6.0 for Windows, medical terminology, medical dictation and transcription.
Program Requirements:	High School Diploma, GED and pass entry test (includes 20 wpm minimum in typing)
Certificate/Degree:	Certificate
Target Population:	Adults

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**Porterville Adult School (Continued)**

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**General Office Clerk:**

Program Cost/Tuition:	\$157.00
Program Length:	24 Weeks (Evening program)
Occupational Objective:	General Office Clerk
Program Description:	Study general office procedures, beginning and intermediate keyboarding (typing), business math, 10-key electronic calculator, light bookkeeping, business English/spelling/vocabulary, microcomputer activities, and WordPerfect 6.0 for Windows quick course.
Certificate/Degree:	Certificate
Target Population:	Adults

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**Sales Clerk/Retail Merchandising:**

Program Cost/Tuition:	\$75.00
Program Length:	24 Weeks
Occupational Objective:	Sales Clerk/Retail Merchandising
Program Description:	Study general office procedures, keyboarding (typing), business communications, microcomputers, theory of retaining, and customer service techniques.
Certificate/Degree:	Certificate
Target Population:	Adults

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**Cabinet Maker/Woodshop:**

Program Cost/Tuition:	\$40.00 plus materials
Program Length:	12 Weeks (1 night per week)
Occupational Objective:	Cabinet Maker/Woodshop
Program Description:	Woodworking construction techniques and safe operation of all woodworking machinery.

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**Porterville Adult School (Continued)**

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Certificate/Degree: Certificate

Target Population: Adults

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**Combination Welder/Metal Shop:**

Program Cost/Tuition: \$40.00 plus materials

Program Length: 12 Weeks (1 night per week)

Occupational Objective: Combination Welder/Metal Shop

Program Description: Instruction in working with metal and steel, improvement of metal working machinery skills and skill building opportunities.

Certificate/Degree: None

Target Population: Adults

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**Plant Care Worker/Greenhouse Management:**

Program Cost/Tuition: None

Program Length: 32 Weeks (2 hours daily Monday through Friday)

Occupational Objective: Plant Care Worker/Greenhouse Management

Program Description: Proper creation and maintenance of growing conditions in the commercial greenhouse and the propagation of plants for the commercial market.

Certificate/Degree: None

Target Population: Adults

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**Available Services:**

Financial Aid/Assistance  
Job Placement Assistance  
Career Counseling  
Career/Vocational Assessment  
Occupational/Skills Training



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## TRAINING DIRECTORY

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### **Porterville College**

100 East College Avenue  
Porterville, CA 93257

(209) 791-2308

FAX: (209) 784-4779

Contact: Yolanda Schultz

All of the programs are not listed. For further program information, please contact Ms. Schultz.

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### **Program Information**

#### **Nursing:**

Program Cost/Tuition: \$589.00

Program Length: 3 Semesters (48 Weeks)

Occupational Objective: Nurse

Program Description: Introduction to principles and theories of nursing. Clinical practice in affiliating hospitals to aid the student in functioning as a member of the health team to provide individual total patient care to patients in all age groups.

Program Requirements: Admission to the vocational nursing program is based upon a standardized selection procedure. Complete English 50, Math 60, 65, or 55 with a grade of "C" or higher or have equivalent scores on the assessment tests. Anatomy 52, Life Science 15, and Psychology 1A are the prerequisites for this program.

Certificate/Degree: Certificate

Target Population: Adults and High School Graduates

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#### **Welding:**

Program Cost/Tuition: \$400.00

Program Length: 36 Weeks

Occupational Objective: Welder

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**Porterville College (Continued)**

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Program Description: The courses include the development of the necessary skills to use the shielded metal-arc, oxy-fuel, inert gas processes, plasma cutting techniques, including the theory of welding ferrous and non-ferrous metals.

Program Requirements: None

Certificate/Degree: Certificate

Target Population: Adults and High School Graduates

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**Available Services:**

Assistance for Disabled Students

Financial Aid/Assistance

Tutorial/Learning Center

Career Vocational Counseling Services

Child Care Services

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## TRAINING DIRECTORY

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### **Porterville Sheltered Workshop**

187 West Olive Avenue  
Porterville, CA 93257

(209) 784-1399

FAX: (209) 781-5651

Contact: Gordon Osmus

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### **Program Information**

Program Cost/Tuition:	Grant
Program Length:	On-going supported employment, Open Entry - Open Exit
Occupational Objective:	Transition from sheltered environment to competitive community-based setting. Community awareness and support for the employment of workers with disabilities.
Program Description:	Community-based employment for clients who are disabled. Clients trained on site and support services continue for length of employment, as well as program coordination with families/care providers and agencies involved.
Program Requirements:	18 years or older, eligible for Central Valley Regional Center Services, Department of Rehabilitation Referral, and JTPA eligible
Target Population:	Adults and Disabled

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### **Available Services:**

Job Placement Assistance  
Career Counseling  
Career/Vocational Assessment  
Job Search Skills Workshop  
Supported Employment

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## TRAINING DIRECTORY

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**Proteus, Inc.**

1900 N. Dinuba Blvd. Suite E  
Visalia, CA 93291

(209) 627-0100

FAX: (209) 627-6558

Contact: Robert Alcazar

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**Program Information****Shipping and Receiving:**

Program Cost/Tuition:	\$2,023.00
Program Length:	490 Hours/14 Weeks, Open Entry - Open Exit
Occupational Objective:	Warehousing/Shipping and Receiving Industry
Program Description:	Orientation to work place safety, basic math, warehouse operation equipment, receiving operations, shipping operations, methods of shipping, inventory control, forklift, and job search skills.
Training Site Location:	531 East Main, Visalia, CA 93291
Program Requirements:	Sufficiently speak, read and write English
Certificate/Degree:	Certificates for forklift, completion, perfect attendance, achievement, and merit
Target Population:	Adult, Farm-workers, and Non-Traditional (non-traditional employment for women)

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**Office Automation:**

Program Cost/Tuition:	None to eligible Title III Agricultural (Ag.) workers
Program Length:	420 Hours/14 Weeks, Open Entry - Open Exit
Occupational Objective:	Entry level positions requiring basic computer and office automation skills.
Program Description:	Orientation to computers, keyboard skills, and use of various software programs.

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**Proteus, Inc. (Continued)**

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Training Site Location:	519 E. Honolulu, Lindsay, CA 93247 (209) 562-7177
Program Requirements:	Meet Title III dislocated Ag. worker guidelines, limited English reading and English skills
Certificate/Degree:	Certificate
Target Population:	Farm-workers

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**Available Services:**

Financial Aid/Assistance  
Job Placement Assistance  
Career Counseling  
Veteran's Association Approval  
Career/Vocational Assessment  
Assessment for Referral to Appropriate Services  
On-The-Job Training  
Occupational/Skills Training  
Job Search Skills Workshop  
Educational Enhancement  
English as a Second Language  
Citizenship Classes

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## TRAINING DIRECTORY

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**San Joaquin Valley College, Inc.**

8400 West Mineral King Avenue

Visalia, CA 93291

(209) 651-2500

FAX: (209) 651-0574

Contact: Steve Perry

All of the programs are not listed. For further program information, please contact Mr. Perry.

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### Program Information

**Registered Medical Assistant:**

Program Cost/Tuition:	\$7,200.00
Program Length:	30 Weeks
Occupational Objective:	Registered Medical Assistant
Program Description:	This program provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes training in human anatomy, and medical clinical procedures, such as injections, venipuncture, EKG, health histories, patient care, and emergency procedures.
Program Requirements:	High School Diploma, Entrance Exam and Assessment
Certificate/Degree:	Certificate
College Credit Transfer:	Courses transferable to accepting junior colleges and universities
Target Population:	High School , Adults, At-Risk Youth, and Older Workers

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**Health Care Administration:**

Program Cost/Tuition:	\$7,200.00
Program Length:	31 Weeks
Occupational Objective:	Work in private medical and dental offices, medical and dental clinics, laboratories, chiropractic offices, insurance companies, hospital clerk positions, and billing offices

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**San Joaquin Valley College, Inc. (Continued)**

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Program Description:	This program involves the study of office management, patient records and files, bookkeeping and accounting, professional communications, insurance claims preparation, and the professional organization, and operation of the health care facility.
Program Requirements:	High School Diploma, Entrance Exam and Assessment
Certificate/Degree:	Certificate
College Credit Transfer:	Courses transferrable to accepting junior colleges and universities
Target Population:	High School, Adults, and Older Workers

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**Business Administration:**

Program Cost/Tuition:	\$7,200.00
Program Length:	30 Weeks
Occupational Objective:	Entry level positions in general business offices including data entry, word processing and bookkeeping positions. Entry level positions in management and supervision may be available in some business organizations
Program Description:	A general business program which includes the business procedures used in the majority of business operations today. Students develop the ability to organize and manage work tasks and information through the use of microcomputer technology, and a variety of software.
Program Requirements:	High School Diploma, Entrance Exam and Assessment
College Credit Transfer:	Courses transferable to accepting junior colleges and universities
Target Population:	High School, Adults, and Older Workers

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**Office Administration:**

Program Cost/Tuition:	\$7,200.00
Program Length:	30 Weeks
Occupational Objective:	Upon completion, the student is able to work in general business offices, as well as in specialty offices where the skills of office administration are needed.

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**San Joaquin Valley College, Inc. (Continued)**

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Program Description: The program is designed to introduce the student to the procedures and skills found in general business offices. The student will develop personal, professional and human relations skills, in addition to the skills needed to perform the day-to-day procedures found in the business profession. The program includes computer skills and application.

Program Requirements: High School Diploma, Entrance Exam, and Assessment

Target Population: High School, Adults, and Older Workers

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**Pharmacy Technician:**

Program Cost\Tuition: \$7,200.00

Program Length: 31 weeks

Occupational Objective: Pharmacy Technician

Program Description: A specialized program providing basic knowledge and skills needed to work under the direct supervision of a Registered Pharmacist. The technician assists in the various activities of compounding, distribution, and dispensing of medications.

Program Requirements: High School Diploma, Entrance Exam, and Assessment

Certificate/Degree: Certificate

College Credit Transfer: Courses transferable to accepting junior colleges and universities

Target Population: High School, Adults, and Older Workers

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**Registered Dental Assistant:**

Program Cost/Tuition: \$7,200.00

Program Length: 30 Weeks

Occupational Objective: Dental Assistant or Registered Dental Assistant

Program Description: The Dental Assisting program is approved by the State of California Board of Dental Examiners and leads to an Associate of Science Degree in Dental Assisting.

Program Requirements: High School Diploma, Entrance Exam, and Assessment



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**San Joaquin Valley College, Inc. (Continued)**

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Certificate/Degree:	Certificate
College Credit Transfer:	Courses transferable to accepting junior colleges and universities
Target Population:	High School, Adults, and Older Workers

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**Restorative Nursing Assistant:**

Program Cost/Tuition:	\$7,200.00
Program Length:	33 weeks
Occupational Objective:	Students will be eligible to take the exam for the Certified Nursing Assistant and will have completed the hours of training required for a Home Health Care Assistant.
Program Description:	Study of specialized training for employment in acute care facilities, long-term nursing facilities, and home health agencies. The curriculum includes courses in human anatomy, medical clinical procedures, hospital patient care and emergency procedures. Special emphasis is given to the nursing process and to providing quality care to patients with special needs.
Program Requirements:	High School Diploma, Entrance Exam, and Assessment
Certificate/Degree:	Certificate
College Credit Transfer:	Courses transferable to accepting junior colleges and universities
Target Population:	High School, Adults, and Older Workers

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**Available Services:**

Financial Aid/Assistance  
Job Placement Assistance  
Career Counseling  
Veteran's Association Approved  
Career/Vocational Assessment  
On-The-Job-Training  
Job Search Skills Workshop

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## TRAINING DIRECTORY

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### **Tulare Adult School**

575 West Maple  
Tulare, CA 93274

(209) 686-0225

FAX: (209) 688-0481

Contact: Dan Neppel or Ken Bryan

All of the programs are not listed. For further program information, please contact Mr. Neppel or Mr. Bryan.

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### **Program Information**

#### **Welder:**

Program Cost/Tuition:	Supplies \$100.00 to \$300.00 and certification test \$50.00 to \$100.00.
Program Length:	6 to 8 months, Open Entry - Open Exit
Occupational Objective:	Welder
Program Description:	Combination Welder
Training Site Location:	1450 East Sunset, Tulare, CA 93274
Certificate/Degree:	Certificate
Target Population:	High School, Adults, Farm-workers, Ex-Offenders, Older Workers, and Non-Traditional (non-traditional employment for women)

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#### **Medical Transcription:**

Program Cost/Tuition:	\$40.00
Program Length:	11 to 12 months, Open Entry - Open Exit
Occupational Objective:	Medical Transcriptionist
Program Description:	Train for entry level transcriptionist position
Training Site Location:	444 North K Street, Tulare, CA 93274
Program Requirements:	Minimum age of 18, pass entry test, and type 20 wpm

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**Tulare Adult School (Continued)**

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Certificate/Degree: Certificate

Target Population: High School, Adults, Ex-Offenders, At-Risk Youth, and Older Workers

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**Certified Nurses' Assistant/Home Health Aide:**

Program Cost/Tuition: Supplies \$100.00 to \$200.00 and certification test \$80.00 to \$100.00

Program Length: 17 Weeks

Occupational Objective: Certified Nurses' Assistant/Home Health Aide

Program Description: Train to pass test and become entry level Certified Nurses' Assistant/Home Health Aide.

Program Requirements: Pass a reading test

Certificate/Degree: Certificate

Target Population: High School, Adults, At-Risk Youth, and Older Workers

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**Cosmetologist/Manicurist:**

Program Cost/Tuition: Starter Kit (\$500.00 to \$800.00)

Program Length: 1,600 Hours, Open Entry - Open Exit

Occupational Objective: Cosmetologist/Manicurist

Program Description: Train for entry level in each occupation.

Training Site Location: Tulare College of Beauty, 1400 West Inyo, Tulare, CA 9327

Certificate/Degree: Certificate

Target Population: High School, Adults, and Older Workers

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**Tulare Adult School (Continued)**

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**Clerical Office Skills:**

Program Cost/Tuition:	\$300.00
Program Length:	800 - 1,100 Hours, Open Entry - Open Exit
Occupational Objective:	To work in a clerical office
Program Description:	Train for entry level, learned skills to include: bookkeeping, accounts payable, accounts receivable, data entry, and medical transcription, as well as computer skills.
Training Site Location:	444 North K Street, Tulare, CA 93274
Certificate/Degree:	Certificate
Target Population:	Adults, Farm-workers, Ex-Offenders, and Older Workers

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**Data Entry:**

Program Cost/Tuition:	None
Program Length:	200 Hours, Open Entry - Open Exit
Occupational Objective:	Data Entry for the Internal Revenue Service (IRS) in a seasonal position
Program Description:	Train for entry level position
Training Site Location:	444 North K Street, Tulare, CA 93274
Certificate/Degree:	Certificate
Target Population:	Adults, Farm-workers, Ex-Offenders, and Older Workers

**Available Services:**

Financial Aid Assistance  
Job Placement Assistance  
Career Counseling  
Veteran's Association Approved  
Career/Vocational Assessment  
Assessment for Referral to Appropriate Services  
On-The-Job Training  
Occupational Skills Training  
Job Search Skills Workshop  
Externships

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## TRAINING DIRECTORY

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### **Tulare County Organization for Vocational Education (TCOVE)**

4136 North Mooney Blvd.

Tulare, CA 93274

(209) 688-0571

FAX: (209) 688-5913

Contact: Dan Robbins

All of the programs are not listed. For further program information, please contact Mr. Robbins.

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### **Program Information**

#### **Automotive Specialties:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school year, 3 to 6 hours each school day, Open Entry - Open Exit
Occupational Objective:	Upon successful completion, students will receive a certificate of completion for employment as an automotive specialist.
Program Description:	This course provides both classroom and hands-on training in the areas of Brakes, Front-End Alignment Lamp Adjusting, and additional training in other areas of automobile systems.
Program Requirements:	None
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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#### **Building Trades:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school year, 3 to 6 hours each school day, Open Entry - Open Exit
Occupational Objective:	Students will receive both theoretical and extensive applied exposure to all vocations as applied to residential construction. Upon successful completion, students will be prepared for entry level employment or for advanced training.
Program Description:	This course provides both classroom and hands-on training, includes all aspects of building a home, except floor coverings, counter tops, and tile.

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**TCOVE (Continued)**

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Program Requirements:	None
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**Certified Nursing Assistant:**

Program Cost/Tuition:	Individualized
Program Length:	180 Hours, Open Entry - Open Exit
Occupational Objective:	Upon successful completion, students will be eligible to take the state exam.
Program Description:	This course covers theory and clinical training at local long-term care nursing facilities.
Program Requirements:	None
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**Energy Technology:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school year, 3 to 6 hours each school day, Open Entry - Open Exit
Occupational Objective:	Upon successful completion, students will receive a certificate of completion with competencies achieved in the areas of Major Appliance Technology, Residential Wiring, Heat/Air Conditioning and Refrigeration, and Basic Digital Control.
Program Description:	This course provides both classroom and hands-on training.
Program Requirements:	Basic math skills and ability to think logically
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**TCOVE (Continued)**

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**Food Service:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school year, 3 to 6 hours each school day, Open Entry - Open Exit
Occupational Objective:	Cook, Server, Dishwasher, or Baker
Program Description:	This course provides both classroom and hands-on training. The areas that are covered include pantry, cooks, bakers, and front of the house. This course also covers some academic areas such as math, English and sociology.
Program Requirements:	None
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**Floral Design:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school semester, two 3 hour classes per week, Open Entry - Open Exit
Occupational Objective:	Upon successful completion, students will receive a certificate of completion with competencies achieved in basic floral arranging skills.
Program Description:	This course provides both classroom and hands-on training.
Program Requirements:	None
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**Graphic Arts:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school year, 3 to 6 hours each school day, Open Entry - Open Exit



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**TCOVE (Continued)**

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Occupational Objective:	Upon successful completion students will receive a certificate of completion with competencies achieved in at least two of the six areas of training.
Program Description:	This course provides both classroom and hands-on training.
Program Requirements:	Basic typing and math skills
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**Milking Skills:**

Program Cost/Tuition:	Individualized
Program Length:	Traditional school year, 2 class periods each school day, Open Entry - Open Exit
Occupational Objective:	Milker
Program Description:	This course provides both classroom and hands-on training.
Program Requirements:	None
Certificate/Degree:	Certificate
Target Population:	High School Juniors, Seniors, and Adults

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**School Bus Driver Training:**

Program Cost/Tuition:	Individualized
Program Length:	32 Hours
Occupational Objective:	Upon successful completion, students will have completed California State Department requirements for a School Bus Driver Certificate.
Program Description:	This course provides the required classroom training to qualify for a School Bus Driver's Certificate.
Program Requirements:	Good driving record and over 18 years of age

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**TCOVE (Continued)**

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Certificate/Degree: TO-1 Card

Target Population: Adults

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**School Bus Driver: Behind the Wheel Training:**

Program Cost/Tuition: Individualized

Program Length: Minimum 20 Hours

Occupational Objective: Upon successful completion, students will be qualified to take the required practical test administered by the California Highway Patrol.

Program Description: This course provides the required behind the wheel training.

Program Requirements: Pass Required DMV Physical

Certificate/ Degree: TO-1 Card

Target Population: Adults

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**Available Services:**

Job Placement Assistance  
Career Counseling  
Occupational/Skills Training  
Job Search Skills Workshop

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## TRAINING DIRECTORY

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### **Turning Point/R.E.A.P. (Rural Employment Assistance Program)**

1905 S. Court  
Visalia, CA 93277

(209) 627-4043  
FAX (209) 732-5574

Contact: Ray Perez

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### **Program Information**

#### **Training in the Area of Interest:**

Program Cost/Tuition:	None
Program Length:	9-12 Months, Open Entry - Open Exit
Occupational Objective:	On-the-job training in the area of interest as determined by assessment.
Program Description:	On-the-job training provided by employer with extraordinary costs of training reimbursed to the employer.
Training Site Location:	Community based employment in Tulare County and accessible sites surrounding Tulare County
Program Requirements:	Tulare County resident, 23 years of age or older, and JTPA eligible
Target Population:	Ex-Offenders

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### **Available Services:**

Financial Aid Assistance  
Job Placement Assistance  
Career Counseling  
Career/Vocational Assessment  
Assessment for Referral to Appropriate Service  
On-The-Job Training  
Job Search Skills Workshop  
Occupational Related - Remediation

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## TRAINING DIRECTORY

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### **Valley Education Foundation**

206 East Oak Street  
Visalia, CA 93291

(209) 738-5271  
FAX: (209) 738-5269

Contact: Frank Escobar

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### **Program Information**

#### **Waiter/Waitress:**

Program Cost/Tuition:	\$3,000.00
Program Length:	8 Weeks, Open Entry - Open Exit
Occupational Objective:	Hospitality Industry
Program Description:	Train students on food safety, the art of waiting on tables, menu merchandising, teamwork, the rush, tips, taxes, and wine serving skills
Program Requirements:	JTPA Eligible
Certificate/Degree:	Certificate
Target Population:	Adults

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### **Available Services:**

Job Placement Assistance  
Career Counseling  
Occupational/Skills Training

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## TRAINING DIRECTORY

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### **Visalia Adult School**

3110 East Houston  
Visalia, CA 93291

(209) 730-7655

FAX: (209) 635-0372

Contact: Sally Rogers

All of the programs are not listed. For further program information, please contact Ms. Rogers.

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### **Program Information**

#### **Nurse Assistant:**

Program Cost/Tuition:	\$40.00 class fee and the cost of books and supplies varies
Program Length:	7 weeks, Open Entry - Open Exit
Occupational Objective:	Nurse Assistant
Program Description:	This course provides both theory and clinical training at local hospitals. Students will be eligible to take the State Certification exam.
Program Requirements:	Pass a reading test
Certificate/Degree:	Certificate
Target Population:	Adults

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#### **Home Health Aide:**

Program Cost/Tuition:	\$40.00
Program Length:	20 hours classroom training and 20 hours clinical training
Occupational Objective:	Home Health Aide
Program Description:	Classroom and clinical training, as arranged to prepare for State Certification exam.
Program Requirements:	Current CNA Certification
Certificate/Degree:	Certificate

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**Visalia Adult School (Continued)**

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**Welding:**

Program Cost/Tuition:	\$80.00 class fee and \$20.00 material fee
Program Length:	18 Weeks, Open Entry - Open Exit
Occupational Objective:	Combination Welder
Program Description:	Work on improving skills of welding techniques using various materials and welding machines, and leading to welding certification.
Program Requirements:	Beginning welding or previous welding experience
Certificate/Degree:	Certificate
Target Population:	Adults

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**Cosmetology:**

Program Cost/Tuition:	\$50.00
Program Length:	1,600 Hours, Open Entry - Open Exit
Occupational Objective:	Cosmetologist
Program Description:	Provide training in styling, manicuring, and facials
Program Requirements:	Two Years High School or GED
Certificate/Degree:	Certificate
Target Population:	Adults

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**Business Education:**

Program Cost/Tuition:	\$30.00 class fee and the cost of books and supplies varies
Program Length:	Individualized, Some classes are Open Entry - Open Exit
Occupational Objective:	Business Career
Program Description:	Course offerings include, but are not limited to, computer applications, accounting, general clerical, and secretarial classes.

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### Visalia Adult School (Continued)

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Program Requirements: Pass a reading test

Certificate/Degree: Certificate

Target Population: Adults

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#### **Medical Office Procedures:**

Program Cost/Tuition: \$40.00 class fee and the cost of books and supplies not to exceed \$150.00

Program Length: 9 Weeks

Occupational Objective: Employment in the medical field

Program Description: Medical front and back office procedures, medical terminology, computer applications, phlebotomy, computerized medical office management, training in EKG's and CPR.

Program Requirements: Pass a reading test

Certificate/Degree: Certificate

Target Population: Adults

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#### **Available Services:**

Computerized Personal Testing  
Assessment and Counseling  
Resume Assistance  
Vocational Counseling  
Job Placement Assistance

# APPENDIX A



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## SERVICE PROVIDERS

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The Tulare County Private Industry Council, Inc. Service Providers are listed for reference.

ABLE Industries  
2606 E. Valley Oak  
Visalia, CA 93291

Community Services &  
Employment Training (CSET)  
2150 S. Mooney Blvd., Suite 3  
Visalia, CA 93277

Proteus, Inc.  
4612 W. Mineral King  
Visalia, CA 93291

Tulare Youth Services Bureau  
327 S. "K" Street  
Tulare, CA 93274

Tulare County Department of  
Education - Child Care  
7000 Doe Avenue, Suite C  
Visalia, CA 93291

Tulare County Department of  
Education  
2637 W. Burrell, P.O. Box 5091  
Visalia, CA 93291

Turning Point of Central  
California  
1845 ½ S. Court  
Visalia, CA 93277

Valley Education Foundation  
204 E. Oak, Suite B  
Visalia, CA 93291

# APPENDIX B

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## VENDORS

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The Tulare County Private Industry Council, Inc. Vendors are listed for reference.

Advanced Truck Driving School  
1728 N. Kelsey Road  
Visalia, CA 93291

California Agricultural  
Aeronautics, Inc.  
Mefford Field, P.O. Box 939  
Tulare, CA 93274

College of the Sequoias  
915 S. Mooney Blvd.  
Visalia, CA 93277

Dinuba Adult School  
211 College  
Dinuba, CA 93615

Galen College  
3908 W. Caldwell  
Visalia, CA 93277

Golden State Business College  
3238 S. Fairway  
Visalia, CA 93277

Porterville College/  
Kern Community College  
100 E. College  
Porterville, CA 93257

Porterville Adult School  
568 W. Olive  
Porterville, CA 93257

San Joaquin Valley College  
8400 W. Mineral King Ave.  
Visalia, CA 93291

TCOVE  
4136 N. Mooney Blvd.  
Tulare, CA 93274

Tulare Adult School  
575 W. Maple  
Tulare, CA 93274

Visalia Adult School  
3110 E. Houston  
Visalia, CA 93291

# APPENDIX C